OPEN SYSTEMS® Accounting Software

Resource Manager
User's Manual

PN/2210.RM605

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Document Number 2210.RM605

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Printed in U.S.A. This manual is recyclable.

August 1999, Release 6.05

This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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Welcome to Resource Manager

The OPEN SYSTEMS Accounting Software (OSAS™) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

Customer Support

Open Systems has a strong commitment to customer service and product quality. If you have difficulty in using Open Systems products, consult the user's manual and other OSAS reference materials. If you need more information, consult a customer support representative.

OSAS Overview

Resource Manager

The Resource Manager application is the foundation or shell of OSAS; it provides the operating environment that holds the other applications. Resource Manager is also bundled with two formerly separate applications: Executive Information Summary (*EIS*) and Print Manager. With EIS, company information can be accessed quickly and reports compiled and printed out, summarizing all aspects of a company or a group of companies. With Print Manager, when you print reports to file, your reports can be stored, sorted, printed, and searched for specific text.

Base Applications

Base applications are designed and produced with the largest possible number of industries in mind. They are most effective when you interface them with each other. Base applications are usually named after common accounting operations. Examples are: General Ledger, Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, Payroll, and Inventory.

Resource Manager Overview

To use OSAS, you must run Resource Manager through an operating system based on Microsoft® Windows 95™, Windows 98®, Windows NT®, UNIX®, or Novell® NetWare®. OSAS operates on LAN systems, across a web server using the OSAS Web program, and within a single computer. After you install Resource Manager, you can use it to install other applications, modify how each application works, and specify how the overall system operates.

You can install the other applications in any order unless their user's manuals specify otherwise.

Workstation Configuration

Use the Configure Workstation functions to assign colors on a workstation; define the keys that will execute particular functions and editing commands; define multiple terminals, printers, and graphics devices; and specify default system information.

Installation

After you set up your workstations, you can begin installing other applications on your system. However, some applications will not appear on the Main menu until you create or convert data files.

Company Setup

Use the Company Setup functions to set up company information, create or convert the data files for each application, select options for each application and the interfaces between applications, set up access codes to protect your data from unauthorized access, and set up country codes.

Application Setup

After you have installed applications on your system and created or converted your data files, use the Application Setup functions to create the Period Setup tables. You can also assign tax classes, tax locations, and tax groups; print the Sales Tax Report; clear accumulated sales tax from tax location records; and set up codes for reordering Open Systems forms, enter a reorder, and print it.

Data File Maintenance

Use the Data File Maintenance functions to backup or restore your data files, build application tables, change file size, view file contents, rebuild and verify files, and purge data records.

System File Maintenance

Use the System File Maintenance functions to set up and maintain application installation information, directories, application and favorites menus, inquiry window definitions, global inquiry definitions, help screens, system messages, backup and restore commands, form codes, forms printer definitions, and support information. You can also view the locations of other OSAS users through the User Login Activity function.

EIS Dashboards

The EIS Dashboards menu allows you to view summarized accounting information on convenient screens called *dashboards*. The dashboards show data from many different applications for one or more companies.

Executive Information Summary

The EIS functions allow you to set up various dashboards and fields, recalculate results for various dashboards, maintain files, and print file lists.

Print Manager

Use Print Manager to search reports printed to file for specific information or general inquiries. Print Manager allows you to control printing queues and maintain saved and archived files.

Reports

Use the Reports functions to audit the amount of disk space your data files occupy and to print product suggestions, error logs, and global inquiry window definitions.

Master File Lists

Use the Master File Lists functions to print lists of information that you set up in other Resource Manager functions. These lists are useful if you are planning to make changes, want to add information, or keep a record of information that is on your system.

Conventions

Your manual will help you to install OSAS on any standard machine within many popular operating systems and help you with your accounting software questions. In the manual, we use the term “Conventions”, or standards, to help describe complicated processes, new terms, and to help you use your OSAS applications.

Manual Conventions

The Resource Manager user manuals are divided into two volumes, the *Resource Manager Installation Manual* and the *Resource Manager User’s Manual*. The Installation Manual is divided into these sections:

- “Introduction” provides an overview of Resource Manager and the OSAS system, including installation procedures, graphical and text-based application features, and function key references.

- “Installation” explains the steps necessary to begin using Resource Manager in your company, including how to install OSAS on your system. For conversion information, see Appendix E in the Installation Manual.

The Resouce Manager User’s Manual is made up of several chapters covering:

- Function Instructions, in which each chapter describes a function group or menu within Resource Manager.

- Examples of day-to-day functions.

- Report examples.

Mouse Conventions

The standard mouse has two buttons, left and right, each performing certain functions. In this manual, we use these terms for using the mouse: *click*, *right-click*, *double-click*, and *deselect*.

The *click* is a single press on the left mouse button. Place the cursor over the desired function, and press the left button to enable, or "select", that function.

A *right-click* is a single press of the right mouse button.

To *double-click*, move the cursor over the desired function, and quickly press the left mouse button twice. If there is too long a pause between clicks, the computer may interpret your action as two separate clicks and may not perform the desired function.

To *deselect* an object, move the cursor off the icon or folder onto a blank space within the window and press the left mouse button.

Note

Some mouse manufacturers allow you to change the function of the mouse buttons for those who prefer (for example) to use the mouse with their left hand. In this case, reverse the commands when you use them. For example, a click refers to a single press of the right mouse button, while the term right-click refers to a single press of the left button, and so on.

OSAS Conventions

Operations in OSAS follow conventions, or patterns. The conventions used in OSAS applications are presented below.

Running OSAS

OSAS runs in an operating system supported by 100 megabytes permanent storage and 1 MB RAM. You may need additional disk space or memory depending on the size of your data files, and the operating system you use. Consult your reseller for more information.

"Setting Up" explains how to install this version of Resource Manager. To update from a version whose files you need to convert, see Appendix E in the Installation Manuals.

Starting OSAS

To start OSAS on a Windows machine, double-click the OSAS icon on the desktop or in the appropriate folder.

To start OPEN SYSTEMS Accounting Software on a non-Windows machine, enter **osas** at the operating system prompt.

The command can recognize three parameters: -t, -c, and -a.

The terminal ID (-t) is the identification code assigned to the terminal you are using to work with OSAS. On multiuser systems each terminal usually has a default ID that was assigned when the terminals were added to the system. Use the -t parameter only when you want to log on with an ID other than the default ID. The terminal parameter is valid only if you are using Resource Manager for LANs.

The company ID (-c) is the identification code assigned to a company. If your system carries two or more companies and you do not enter a company ID, the menu of the company entered by the last person who used the terminal appears.

The access code (-a) is your personal password. Refer to the chapter 3 for information about assigning access codes.

The most general expression for getting into OSAS takes all the parameters into account. For example, if you are on terminal 2, you want to work with company B, and the password is *pratt*, specify that information to enter the system:

osas -t T2 **-c** B **-a** pratt

For UNIX, you can enter the parameters in any order, and you can use any combination. You must leave a space between the parameter mark (-t, -c, or -a) and the parameter itself.

An example for Windows only: click on the icon's properties and, in the Target field, enter your access code and your company ID. Example, using *pratt* as your access code and *H* for your company ID:

C:\osas\progrm\osastm.exe -m4096 **-t**T00 **-n**T00 - **-a**pratt **-c**H

For Window icon properties, the parameter marks (-m, -t, or -n) can be entered in any combination but must be before the separation dash. The access code and company ID commands (-a and -c) must be entered *after* the separation dash.

Menu Conventions

When you start OSAS, the Main menu, which presents the applications you can use, appears. If you are using the Resource Manager for UNIX, the Text menu appears. If you are using the Resource Manager for Windows, you can choose between the Text Menu, Graphical Menu, or Start Menu. In Windows, use the Workstation Configuration Defaults function (page 2-23) to select the style of menu you want displayed. The following pages describe how you use each of these types of menus.

Favorites Menu

The Favorites menu operates in the text-based format as well as in the graphical formats. The Favorites menu allows quick and easy access to the OSAS functions you use most, allowing you to add selections for entire menus or particular functions.

With the Favorites menu, you save time in no longer switching to and from commonly accessed applications. For example, if you have application entries in Transactions (Accounts Payable), Transfer Journals (Inventory), and Edit Transactions (General Ledger), rather than moving through each application menu by menu, you could set up a Favorites Menu where, with one press of the enter key or a click of a button, your function would be open for work.

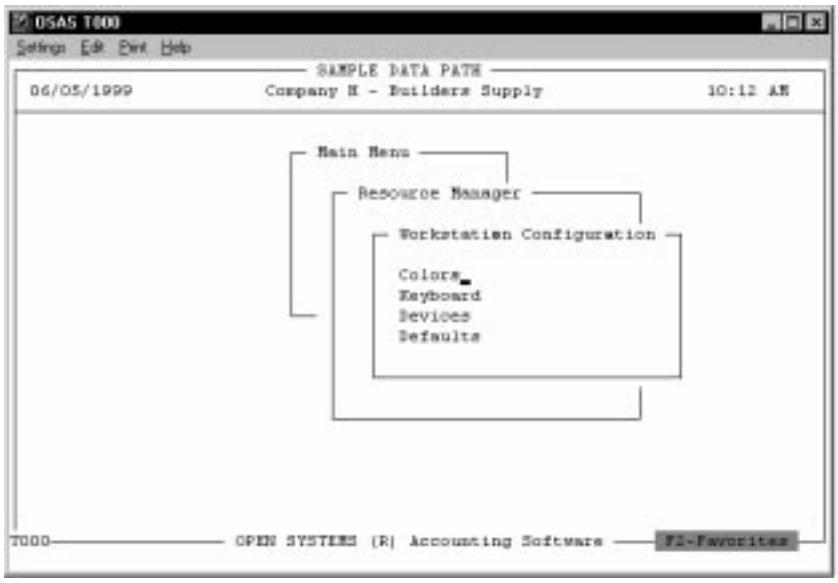
Favorites Menu: Graphical Style

For Favorites Menu setup information, see page 1-27.

Text Menu

The Text menu can be used on all OSAS compatible systems. Using text-based menus, the Text menu (shown below) offers easy access to your applications.

Text Main Menu



When you select an application, the application's menu, which presents several related functions, is superimposed over the Main menu. Selecting a function leads you to a function screen or to another menu.

You can select applications from the Main menu in these ways:

- Use the arrow keys to move the cursor up or down, highlighting the application you want to use. Then press **PgDn** or **Enter** to select it.

- Press the first letter of the application you want to use. The cursor jumps to the first application beginning with the letter, press the letter key or the down arrow until the application you want is highlighted. When your choice is highlighted, press **PgDn** or **Enter** to select it.

- Position the mouse cursor over the application and click. The application will briefly highlight and switch to the application screen.

- To jump to the first application on the menu, press **Home**. To jump to the last application on the menu, press **End**.

To select a function from an application menu, highlight and select your choices the same way you do on the Main menu—with one exception: you can press **PgDn** only when an option leads to another menu, and you must press **Enter** to select a function.

On an application menu you can press **PgUp** to move to the menu immediately above it. If you are several menu levels away from the Main menu, you can return to the Main menu by pressing **PgUp** repeatedly or by pressing the **Tab** key.

You can exit from a menu in these ways:

- Press the **PgUp** key to go to the previous menu (one menu up)
- Press the **Tab** key to go to the Main menu
- Use the **Exit** (**F7**) command to go to the operating system.

Function Keys Used in the Text menu

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). Within the menu, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**), the **Jump** (**Tab**) commands, and the **Enter** key, you can use the Keyboard function on the Workstation Configuration menu to reassign any function key to any command (see the Keyboard function on page 2-7).

Key	Operation
Esc (Command help)	Views the list of commands for the menu. (To close the commands window, press any key.)
F1 (Function Help)	Displays help information for this function.
F2 (Favorites Menu)	Displays the Favorites menu or changes to the regular menu from the Favorites menu.
F3 (Change Company)	Allows you to switch between companies.
F4 (Access Code)	Displays the Access Code prompt.
F4 (twice) (Other Menu)	Opens a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See Appendix F for information about the utilities on the Other Commands menu.
F5 (Live/Sample swap)	Switches between live and sample data.
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Allows certain functions to be set up. Works only in certain applications. The application's user's manual will describe the function if necessary.
F10 (Add to Favorites)	Allows you to add to and delete from your Favorites menu.

Key	Operation
Shift + F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift + F2 (Application Info)	Displays information about the applications you have installed.
PgUp (Start over)	Move back one menu level.
Tab (Jump)	Move back to the Main menu.
Enter	Select a menu or function from a menu.
Up Arrow Down Arrow	Move the cursor up or down through the menu selections.
Ctrl + G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function on page 2-23. To turn the bell back on, use this command again.

Graphical-Style Menus

There are two types of graphical-style menus to choose from. The standard Graphical menu features application buttons that resemble many Windows functions. The Start Main menu is named because of its functional resemblance to the Start menu in Windows 95/98 and Windows NT. Featuring graphical displays, access buttons for your installed applications, and allowing access to OSAS functions via both the mouse and function keys, both graphical-style menus allow you a greater selection of interaction with OSAS and your data.

Both graphical-style menus are available in a Windows environment only.

Much like the Text menu, when you select an application in either graphical menu, the application's menu, presenting several related functions, is displayed beside the Main menu. Selecting a function leads you to a function screen or to another menu.

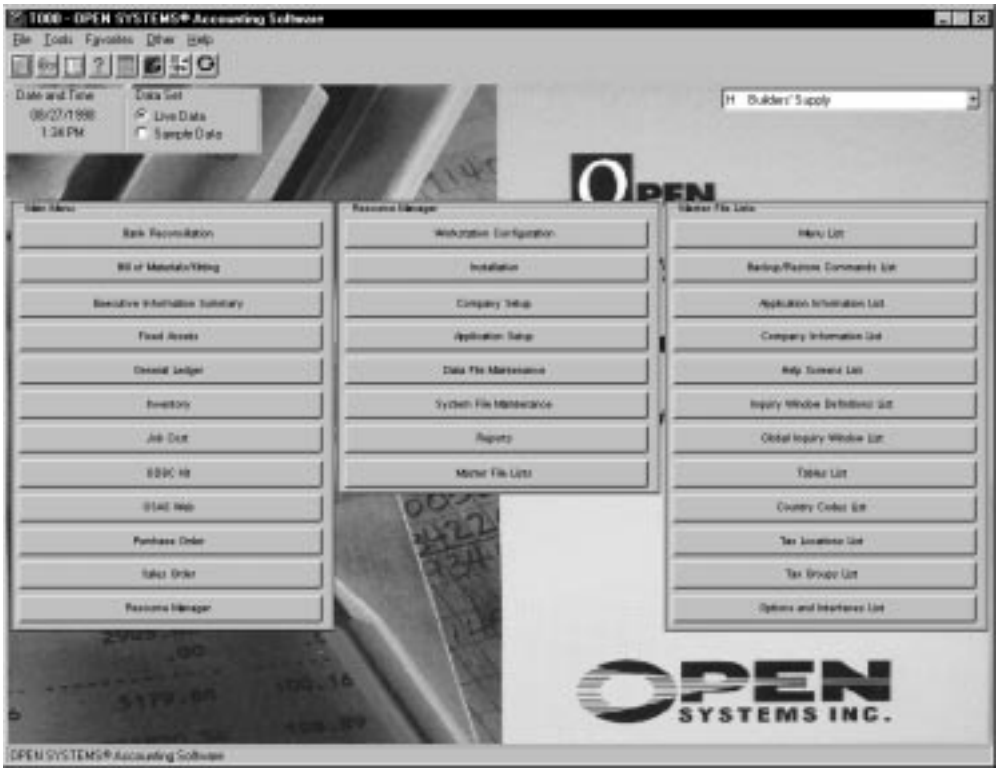
If you are using the Graphical menu, click the appropriate button with the mouse to select an application from the Graphical menu. To select a function from an application menu, click the function's button with the mouse the same way as you do for an application.

If you choose the Start menu you can select applications from the Main menu in these ways:

- Use the arrow keys and press **Enter**
- Click the selection
- Hold the mouse over the selection

From any application menu, you can select a button from the previous menu to move directly to that menu. If you are several menu levels away from the Main menu, you can return to the Main menu by clicking items on previous menus.

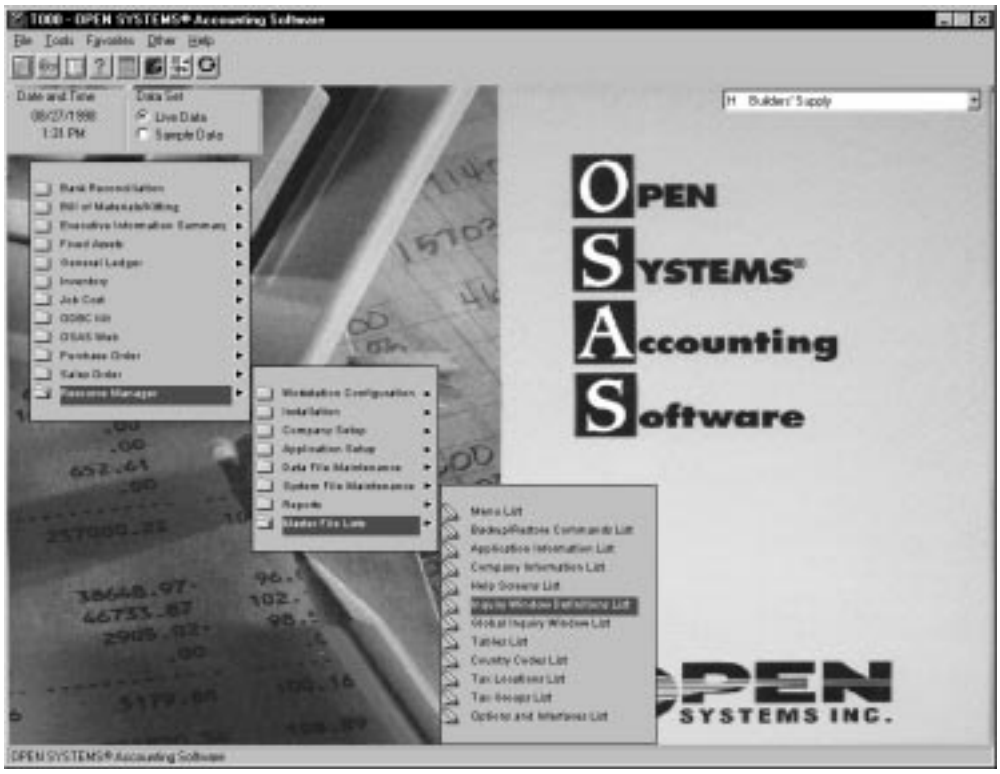
Graphical Main Menu



You can exit from a Graphical menu in these ways:

- select a button from a previous menu
- press the **Tab** key to go to the Main menu
- click the Close box in the upper right hand corner of the window to close OSAS
- use the Exit (F7) command to close OSAS
- select Exit from the File Menu to close OSAS

Start Main Menu



You can exit from a menu in these ways:

- press the left arrow key to go to the previous menu (one menu up)
- hold the mouse over a different menu item
- press the **Tab** key to go to the Main menu
- click the Close box in the upper right hand corner to close OSAS
- use the Exit (F7) command to close OSAS
- select Exit from the File Menu to close OSAS

Special Commands in Graphical menus

Right-click to display the Special Commands menu, which allows you to perform these special tasks:

From the standard menus:

- add a function or menu to the Favorites menu
- change to the Favorites menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

From the Favorites menu:

- remove a function or menu
- change to the Main menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

Menu Keys

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). In OSAS, commands are assigned to these function keys.

Key	Operation
F1 (Key Help)	Displays the list of Icons and Functions keys available to you.
F2 (Favorites Menu)	Displays the Favorites menu.
F4 (Access Code)	Displays the Access Code dialog box.
F5 (Live/Sample swap)	Switches between live and sample data.

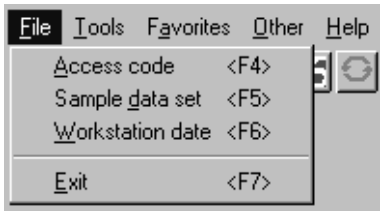
Key	Operation
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Allows certain functions to be set up. Works only in certain applications. The application's user's manual will describe the function if necessary.
F10 (Change to Favorites)	Allows you to add to and delete from your Favorites menu. (works only with Start-style menu).
Right-click	Displays the Special Commands menu.
Shift + F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift + F2 (Application Info)	Displays information about the applications you have installed.

Window Title Bar Menus

When working using the graphical menus, you can use the pull-down menus and tool buttons (with graphical icons) to access functions without using the function keys. While the function keys still work in the graphical menus, the menu bar and tool buttons offer you a choice in how you access certain functions.

Using the mouse, move the cursor to the menu and click once, or, click on a tool button for the function desired. Pictured below are the OSAS pull-down menu and tool buttons.

File Menu

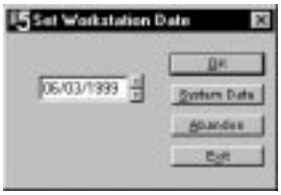


Command	Tool Button	Key	Result
Access code		F4	Displays the Access Code dialog box. See Access Code dialog box below.
Sample data set or Live data set		F5	Toggles between the sample data and the live data.
Workstation date		F6	Displays the Workstation Date dialog box. See Workstation Date dialog box below.
Exit		F7	Exits from OSAS.

Access Code dialog box

1. Enter the access code.
2. Click **OK** to save your entry and return to the Main menu or **Exit** to abandon the dialog box and return to the Main menu.

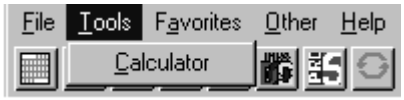
Workstation Date dialog box



1. Enter the date, or use the up/down buttons to increase or decrease the date.

2. Select **OK** to change the workstation date, **System Date** to change the workstation date to match the operating system date, **Abandon** to exit without changing the date, or **Exit** to return to the Main menu.

Tools Menu

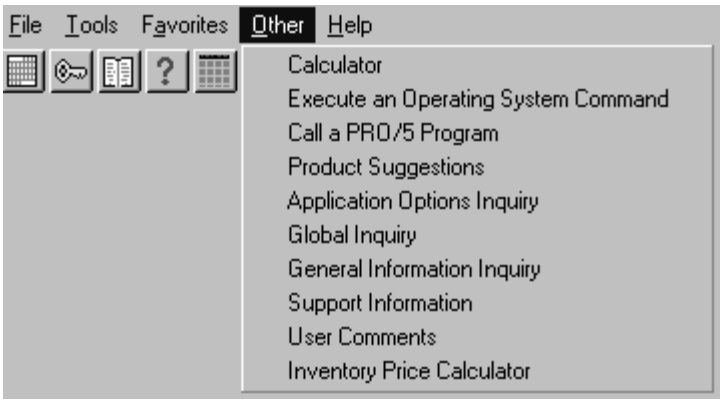


Command	Tool Button	Key	Result
Calculator			Displays the Windows calculator.

Favorites Menu

Command	Tool Button	Key	Result
Change to Favorites		F2	Toggles between the Favorites menu and the Main menu. See *Favorites Menu* on page 1-27.

Other Menu



The Other menu contains a set of utilities. A calculator and Global Inquiry (which consolidates and presents data from other applications) are some of the utilities on the Other menu. See Appendix F for information about the utilities on the Other menu.

Help Menu

Command	Tool Button	Key	Result
Help		F1	Displays the online help.
About OSAS			Displays the About OSAS dialog box.

Tool Buttons

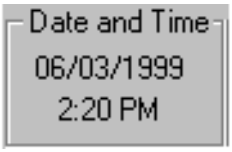
There are three tool buttons on the toolbar that were not described above.

Tool Button	Key	Result
		Displays the Application Information dialog box.
		Opens an MS-DOS prompt.
		Displays a screen for calling any BBx program that does not require variables to be passed to it. See Appendix F.

Other Graphical Screen Features

The graphical menus offer more than short cuts to application functions. With Resource Manager, you can, at a glance or with a mouse click, determine the date and time, switch between live and sample data, and switch between companies and their data sets.

Date and Time



The workstation date and time are displayed.

Data Set

Check the Live Data radio button to work with live data. Check the Sample Data radio button to work with sample data.

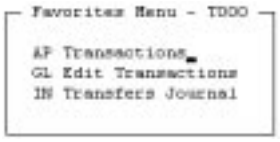
Change Company Field

Select the company you want to work with.

Favorites Menu

Your Favorites menu saves time in moving between applications, opening and closing submenus and application menus, and allows easy access to your common applications. By setting up your Favorites menu, you can access your most-used functions or submenus by pressing the F2 button (or selecting the mouse pull-down menu).

Favorites Menu: Text Style



There are two ways you can set up your Favorites menu, depending on if you use the text-style menu or the graphical-style menus.

To set up the text-style Favorites menu, follow these steps:

1. Move your cursor to the submenu or application that you want placed in the Favorites menu.

2. Press **F10**.

You can press **F2** to verify your selection was added to your Favorites menu.

To remove an application:

1. Press **F2** to display the Favorites menu.

2. Move your cursor to the submenu or application you want removed.

3. Press **F10**.

Favorites Menu: Start-Style

To set up the graphical-style display, follow these steps:

1. Position the cursor over the submenu or function you want placed into your Favorites menu.

2. Right-click on the function or submenu. The Favorites menu set up box (shown below) appears.

3. Click on Add to Favorites.

Screen Use

Screen	Description
Add to/Remove Favorites	Use the Add to/Remove Favorites menu button to add the desired submenu or function to, or remove the submenu or function from, your Favorites menu.
Change to Favorites/Main	Toggles your display menu between your Favorites menu and your Main menu.
Sample data/Live data	Switches between your sample data and your live data.
Setup	Clicking on this button or pressing **F9** sets up the selected application. Setup works only in certain applications. If an application requires a setup function, you will find instructions in that application's user's manual.
Function Information	Displays information about the selected function.

Function Commands

Once you select an OSAS application function from the menu, the function screen appears. The way that you enter data on OSAS screens is consistent from function to function. To move around the OSAS screens you use the function commands described below.

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). In OSAS, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**) and **Jump** (**Tab**) commands and the **Enter** key, you can use the Keyboard function on the Workstation Configuration menu to reassign any function key to any command (see the Keyboard function on page 2-7).

Key	Operation
Esc (Command help)	View the list of commands for the screen you are on and the field you are in. (To close the commands window, press any key.)
F1 (Help)	Get information about the field you are working on.
F2 (Inquiry)	Make a selection from a range of entries for a field if the Inquiry flag appears at the bottom of the screen.
F3 (Delete)	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
F4 (Other)	Open a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See Appendix F for information about the utilities on the Other Commands menu.
F5 (Abandon)	Move the cursor back to the first field on the screen or to the first field after the key field. The entries and changes you made are erased.

Key	Operation
F6 (Maintenance)	Go directly to the appropriate File Maintenance function to update information about the field you are in if the Maint flag appears at the bottom of the screen.
F7 (Exit)	Exit from a screen or a window.
F8 (List)	Send the contents of the screen to a printer or a text file.
Shift + F2 (Information)	Open an Information menu. Each selection on the menu is an information window that you can access if the Info flag appears at the bottom of the screen. Each window contains a category of information about the field you are in.
PgUp (Start over)	Move the cursor back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made.
PgDn (Proceed)	Approve the data on the screen, change the file accordingly, and proceed to the next spot (field or screen).
Tab (Jump)	Move the cursor to the next block of data on the screen or to the next field that requires an entry.
Enter or Down Arrow (Enter)	Move the cursor to the next field and accept the data entered.
Up Arrow	Move the cursor up (or back) one field. If you changed the information in the field you were in before you used this command, the change is lost when you move the cursor up.
Ctrl + V (Verification on/off)	If verification is turned on, you must press a key twice to verify that you want to perform that operation.
Ctrl + G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in chapter 3. To turn the bell back on, use this command again.
Ctrl + F (Quick on/off)	If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry, use this command to turn the option on.

Key	Operation
Ctrl + O (Show/hide function keys)	If this option is turned on, the applicable function keys are displayed on the screen. If this option is turned off, no keys are displayed.

Help Commands

When you use the **Help** (**F1**) command, three commands become available for you to use on help screens.

Key	Operation
F3 (Delete)	Delete the help screen contents. To recover a deleted help screen, copy the xxHELP file from the distribution media to the /PROGxx subdirectory (*xx* is the application ID). The copying process overwrites changes you made to other help screens.
F6 (Maintenance)	Edit a help screen.
F7 (Exit)	Exit from the help screen and close the window.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use the following keys and commands:

Key	Operation
Right Arrow	Move the cursor to the right.
Left Arrow	Move the cursor to the left.
Del (Delete)	Delete the character the cursor is on.

Key	Operation
Ins (Insert on/off)	Switch insert mode on and off. When the Insert flag appears at the bottom of the screen, characters you type push characters after the cursor off to the side. When insert mode is turned off, characters you type write over existing ones.
Home	Move the cursor directly to the beginning of the field.
End	Move the cursor directly to the end of the field.
F9 (Undo)	Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the **Abandon** (**F5**) command to clear the field.
F10 (Delete to end of line)	Delete the characters in the field to the right of the cursor. If insert mode is turned off and you enter a character in the field's first position, everything in the field is deleted.

Inquiry Commands

When you use the **Inquiry** (**F2**) command, several other commands become available for you to use in the inquiry window.

Note

To shorten your data search, use a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with *J*, enter **J** in the ID field before you use the **Inquiry** command. The inquiry list will start with *J* and run through the end of the list.

Key	Operation
PgUp	Display the previous page of the window.
PgDn	Display the next page of the window.
End	Move directly to the last item on file.

Key	Operation
Home	Move directly to the first item on file.
Down Arrow	Move down one item.
Up Arrow	Move up one item.
Ins (Look up)	Enter a string of information. If you have an idea of what you are looking for and the ID is longer than one character, you can make a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with *J*, enter **J** in the ID field.
F7 (Exit)	Leave the Inquiry window without selecting anything.
Enter	Select the item the cursor is pointing to.
Esc (View commands)	Open a window that shows Inquiry window commands and the window ID.

Inventory Search Commands

If you use the Inventory application and the cursor is in an Item ID field, you can use any of the **Inventory Search** commands to search for information about items and select an item for entry in the field you are in.

Key	Operation
Shift + F3 (Alias Lookup)	Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift + F4 (Customer/Vendor Lookup)	Search for an item based on customer ID or vendor ID. When you enter the customer or vendor ID, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.

Key	Operation
Shift + F5 (Detail Lookup)	Search for detailed information about an item. You can enter search information in any of the fields that appear, using any of the following wildcard characters to restrict or widen the search: *** ? < > =**.
Shift + F6 (Lot–Item Lookup)	Search for an item based on lot number. When you enter the lot number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift + F7 (Serial Number–Item Lookup)	Search for an item based on serial number. When you enter the serial number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift + F8 (Item Description Lookup)	Search for an item based on item description. When you enter the description, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.

Report Commands

You can use the following commands when a report is displayed on the screen:

Key	Operation
PgUp	Move to the previous page of the report.
PgDn	Move to the next page of the report.
Home	Move directly to the top of a group of pages.
End	Move directly to the bottom of a group of pages.
F7 (Exit)	Exit to the menu from any point in the report.
Left Arrow	Move left one character.
Right Arrow	Move right one character.
Tab (Toggle)	Toggle between the left and right halves of a report.

Key	Operation
Up Arrow/Down Arrow	Move a line up and down the screen to line up information when you toggle between halves of a report.

Scroll Region Commands

When the prompt (>) is in a line-item scroll region, you can use the following commands:

Key	Operation
Down Arrow	Move down one line item.
Up Arrow	Move up one line item.
PgUp	Move to the previous screen or to the first line if you are on the first screen.
PgDn	Move to the next screen or to the last line if you are on the last screen.
Home	Move to the first line item in the entire list.
End	Move to the last line item in the entire list.
F3 (Delete)	Delete the line item at the prompt (>).
Ins (Insert)	Insert a line item at the prompt (>).
Enter (Edit)	Edit the line item at the prompt (>).

Selecting a Range of Information

To produce a report, you must specify the amount of information you want in the report.

- To produce a report that includes all the available information, leave the From-Thru fields on the report function screen blank. For example, if you want information about all the vendors to be in a report, leave the Vendor ID From and Thru fields blank.

- To limit the amount of information in the report, enter the range of information in the From-Thru fields. For example, if you want a report to include information only about vendor ACE001, enter ACE001 at both From and Thru. If you want the report to include information only about vendors that start with CO, enter CO at From and COZZZZ at Thru.

Each field where you enter information on a report function screen usually restricts the overall output of the report. For example, if you leave the Vendor ID From and Thru fields blank, the report will contain information about all the vendors. But if you enter invoice 100 in the Invoice Number From and Thru fields, and invoice 100 is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

Sorting

Information for reports is sorted first by a space (_), then by characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the From and Thru fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

Sorting by alphabetical codes or IDs is easy. For example, the ID *ACL* comes before the ID *BB* because A comes before B.

But take notice when you enter codes or IDs that consist of something other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20 and you want all of them to be in a report, you might enter 1 at From and 20 at Thru, expecting them to be listed 1, 2, 3 . . . 19, 20. However, since OSAS sorts in alphabetical order, they are listed in a different order: 1, 10–19, 2, 20, 3–9.

To prevent that situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above the items would be labeled 00000000000000000001 through 00000000000000000020.

Output Device

Report functions screens offer four output options: printer, file, screen, and end.

- When you need a hard copy of a report, select **P**, and either accept the printer that appears or enter the code for the printer you want to use.

  If applicable, select **S** if you want the report to be in standard-size print or **C** if you want it to be in compressed print.

  If you want to stop printing after it has begun, press **Ctrl** + **Break**.

- If you want to save the report as a data file—for example, to include it in a word-processed report (in CR-LF format)—select **F**. The data path for the workstation, including the default drive, appears if it is specified in the Defaults function. Enter the filename and file extension, using no more than 35 characters overall.

- To preview the report—you must be using the Visual PRO/5 Interpreter and have a sysprint printer in your CONFIG.BBX file—select **R**.

  If applicable, select **S** if you want the report to be in standard-size print or **C** if you want it to be in compressed print.

  In the Printer dialog box that appears, select a sysprint printer and press **Enter**. The report is displayed on the screen. See Appendix F for toolbar and menu options.

- To view the report on the screen, select **S**. If the workstation default for compressed characters is *inactive*, the report is displayed in standard character mode. If the default is *active*, you can select standard mode or compressed mode. See your terminal documentation and the section on the termcap file in the *PRO/5 and Visual PRO/5 User's Manual*.

  If the message **End of Page** appears at the bottom of the report screen, you can press **Enter** to generate the next page of the report. If the message **End of Report** appears at the bottom of the report screen, you can press **Enter** to exit to the menu you selected the report from.

- If you need to change some selections before you produce the report, select **E** and then press **Enter**. To end the function and return to the menu without producing the report, select **E** and then use the **Exit** (**F7**) command.

Workstation Configuration 2

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Colors

Features

Use the Colors function on the Workstation Configuration menu to customize the colors at your workstation for each type of screen and window in OPEN SYSTEMS Accounting Software.

The type of monitor you are using determines the color combinations that are available.

The colors you choose affect only the character-based OSAS screens. The colors used on graphical screens are based on the default Windows color scheme you use. Use the Colors function on the Windows Control Panel to change your Windows color scheme.

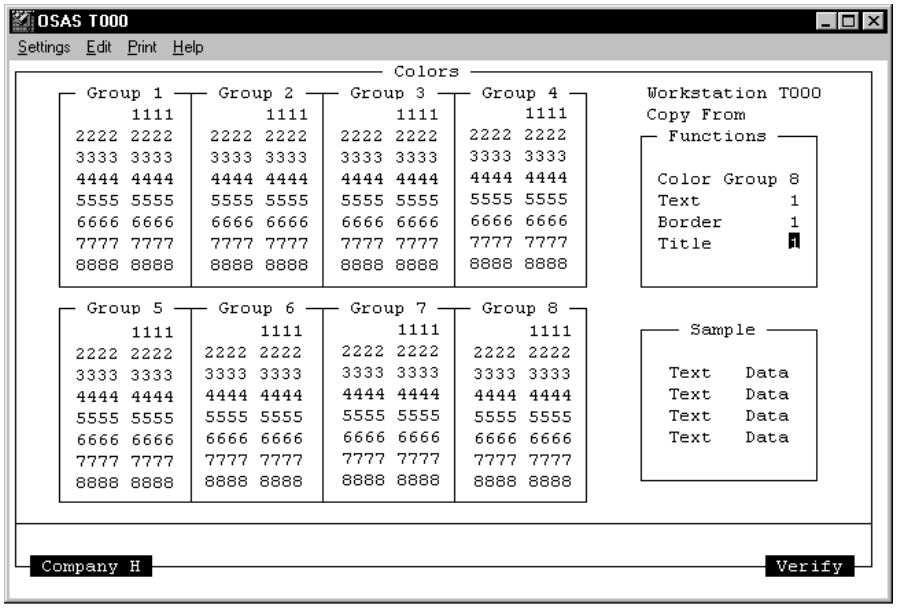
Reports

No report is associated with this function.

Screen Use

Screen	Description
Colors	Use the Colors screen to customize colors for 14 types of windows and screens.

Colors Screen



Field Definitions

Field Name	Description
Workstation	The workstation ID is displayed.
Copy From	If you have a multiuser system, you can copy color settings from one workstation to another with a similar monitor. Enter the ID of the workstation you want to copy the color settings from.
Color Group	For each screen type, you can select the colors for the screen background (a color group), text, border, and title. To select the screen type you want to change, use the **Jump** (**Tab**) command until you get to the window or screen you want. Then enter a color combination from one of the eight color groups on the left side of the screen.

Field Name	Description
Text	Enter the number of the color (within the color group you selected) you want for text.
Border	Enter the number of the color (within the color group you selected) you want for borders.
Title	Enter the number of the color group you want for the title.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the Workstation Configuration menu.

Keyboard

Features

Use the Keyboard function on the Workstation Configuration menu to customize the function and editing keys for your workstation and to copy a keyboard layout to another workstation or set of workstations.

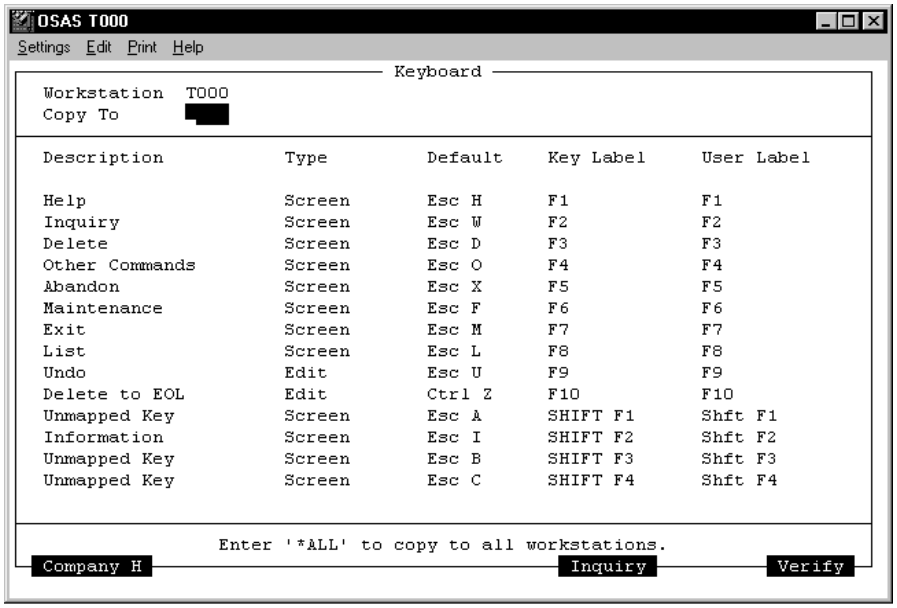
Reports

No report is associated with this function.

Screen Use

Screen	Description
Keyboard	Use the Keyboard screen to customize the function and editing keys for your workstation.

Keyboard Screen


OSAS T000
Settings Edit Print Help
Keyboard
Workstation T000
Copy To
Description Type Default Key Label User Label
Help Screen Esc H F1 F1
Inquiry Screen Esc W F2 F2
Delete Screen Esc D F3 F3
Other Commands Screen Esc O F4 F4
Abandon Screen Esc X F5 F5
Maintenance Screen Esc F F6 F6
Exit Screen Esc M F7 F7
List Screen Esc L F8 F8
Undo Edit Esc U F9 F9
Delete to EOL Edit Ctrl Z F10 F10
Unmapped Key Screen Esc A SHIFT F1 Shft F1
Information Screen Esc I SHIFT F2 Shft F2
Unmapped Key Screen Esc B SHIFT F3 Shft F3
Unmapped Key Screen Esc C SHIFT F4 Shft F4
Enter '*ALL' to copy to all workstations.
Company H
Inquiry
Verify

Field Definitions

Field Name	Description
Workstation	Enter the ID of the workstation whose keyboard you want to edit.
Copy From	This field appears if you entered a new workstation ID. Enter the ID of the workstation you want to copy the keyboard functions from.

Field Name	Description
Copy To	If you have a multiuser system, you can save time when you set up workstations with similar keyboards by copying the keyboard definition to other workstations. Enter the workstation ID you want to copy the keyboard functions to, or enter ***ALL** to copy to all the workstations. If you are changing the keyboard functions on your terminal only, skip this field.
Description	The keyboard command keys are displayed.
Type	The type of command—screen or edit—is displayed.
Default	The control character or escape sequence for each base command is displayed.
Key Label	The key label assigned to each command is displayed. To edit the command, press **Enter**. Then press the function or editing key you want to use. (An asterisk next to the key label indicates which command you are working with.)
User Label	The user label is a description of the key label. Accept the displayed description, or enter the user label that you want to be displayed when you are prompted for a command response.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt (>) to the line you want to edit and press **Enter**.
Write	Press **W** to write changes to the file and exit from the function.

Saving and Exiting

To write changes to the file and exit to the Workstation Configuration menu, use the **Write** (**W**) command.

Devices

Features

Use the Devices function on the Workstation Configuration menu to set up terminals, printers, Windows graphics devices, and other graphics devices (such as plotters) you use on your system. If you have a multiuser system, you can also specify whether a device will be local (used by one workstation) or shared by all workstations.

You can save your last device setting in a file that you specify by using the Configuration Backup screen. The screen appears when you enter the devices function and will prompt you for a backup file name. You can preserve your old backup files by choosing a unique file name. Overwriting the old file will erase your previous Device setting and replace it with your current settings.

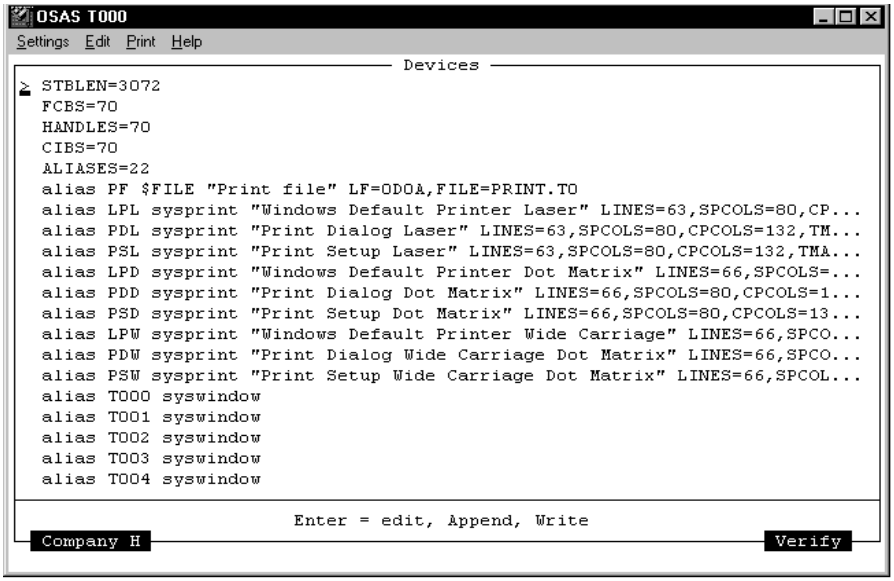
Reports

No report is associated with this function.

Screen Use

Screen	Description
Devices	Use the Devices screen to set up the configuration for each workstation in your system.
Devices - Printers	Use the Printers screen to set up the printer configuration for the system.
Devices - Terminals	Use the Terminals screen to set up the terminal configuration for the system.
Devices - Plotters	Use the Plotters screen to set up the plotter configuration for the system.
Devices - Configuration Backup window	Use the Configuration Backup window to establish a configuration backup file for the system.

Devices Screen


OSAS T000
Settings Edit Print Help
Devices
STBLEN=3072
FCBS=70
HANDLES=70
CIBS=70
ALIASES=22
alias PF $FILE "Print file" LF=0D0A,FILE=PRINT.TO
alias LPL sysprint "Windows Default Printer Laser" LINES=63,SPCOLS=80,CP...
alias PDL sysprint "Print Dialog Laser" LINES=63,SPCOLS=80,CPCOLS=132,TM...
alias PSL sysprint "Print Setup Laser" LINES=63,SPCOLS=80,CPCOLS=132,TMA...
alias LPD sysprint "Windows Default Printer Dot Matrix" LINES=66,SPCOLS=...
alias PDD sysprint "Print Dialog Dot Matrix" LINES=66,SPCOLS=80,CPCOLS=1...
alias PSD sysprint "Print Setup Dot Matrix" LINES=66,SPCOLS=80,CPCOLS=13...
alias LPW sysprint "Windows Default Printer Wide Carriage" LINES=66,SPCO...
alias PDW sysprint "Print Dialog Wide Carriage Dot Matrix" LINES=66,SPCO...
alias PSW sysprint "Print Setup Wide Carriage Dot Matrix" LINES=66,SPCOL...
alias T000 syswindow
alias T001 syswindow
alias T002 syswindow
alias T003 syswindow
alias T004 syswindow
Enter = edit, Append, Write
Company H
Verify

Field Definitions

Field Name	Description
none	The devices and assigned values are displayed.

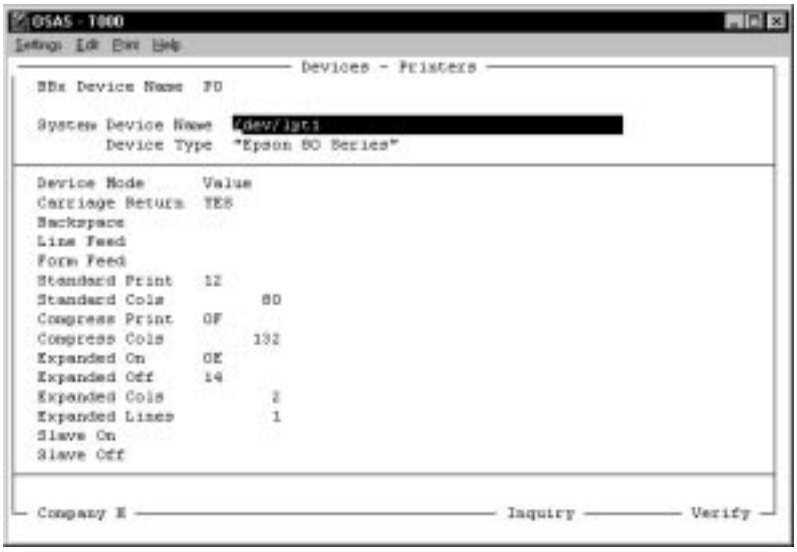
Command Bar Definitions

Command	Description
Enter = edit	Move the prompt (>) to the line you want to edit and press **Enter**.
Append	Press **A** to add a device. A second command bar appears.
Write	Press **W** to save your entries to a file.
Terminal	Press **T** to add a terminal.
Printer	Press **P** to add a printer.
Graphics Plotter	Press **G** to add a graphics plotter.
Other	Press **O** to create a blank line so that you can add other configuration options.

Saving and Exiting

To save your entries and exit to the Workstation Configuration menu, use the **Write** (**W**) command and then enter **Y**.

Devices - Sysprint Screen and Direct Printers Screen



Field Definitions

Depending on the type of printer you select, Resource Manager has the following options for regular printers and sysprint devices.

Field Name	Description
BBx Device Name	Enter the device name.
Backspace	If the printer supports an ASCII backspace code, enter **Y**. If the printer does not have backspace capability, enter **N** or a hexadecimal code for a backspace.
Carriage Return	If the printer supports the ASCII carriage return code, enter **Y**; if it does not, enter **N** or the hexadecimal code for a carriage return.
Compress Print	Enter the hexadecimal code for compressed print (about 17.6 characters an inch).
Compress Cols	Enter the number of columns that can be printed in compressed printer mode.
Copy From	This field appears if you entered a new device name. Enter the name of the device whose settings you want to copy.
Device Type	Select the device type from the inquiry window.
Dialog	Enter **YES** if you want to call up a screen that will allow you to select a printer. Enter **NO** if you want to print to the default printer.
Expanded On	Enter the hexadecimal code that turns on expanded print mode.
Expanded Off	Enter the hexadecimal code that turns off expanded print mode.
Expanded Cols	Enter the number of columns that can be printed in expanded print mode.
Expanded Lines	Enter the number of lines of expanded print that fit on a page.

Field Name	Description
Form Feed	Enter the hexadecimal code that makes the printer skip to the top of the next page.
Font	Enter the font you wish to print your reports in.
Left Margin	Enter the amount of offset you want for the left margin.
Line Feed	Enter the hexadecimal code that makes the printer move to the next line without a carriage return.
Lines Per Page	Enter the maximum number of lines you can print per page
Lock File	If your system has a printer locking mechanism or if you have a single-user system, skip this field. If your system does not have a printer locking mechanism, enter the name of a file that will be created on the disk when the printer is being used.
Initialization	Enter an operating system command that the system will execute before a job is sent to the printer.
Setup	If your system is using Windows, you may select **YES** to have a dialog box appear when you print your reports. With the dialog box, depending on the printer driver, you can select amount of copies per page, printer choices, print formats, and page layout. Selecting **NO** will allow you to default your printing job.
Slave On	Slave printers are attached to one terminal and can be used from other workstations on the system. (This feature is not available with some operating systems.) To communicate with slave printers, the system may need to send hexadecimal codes before and after the text. Enter the hexadecimal codes to be sent to the printer before the text.
Slave Off	Enter the hexadecimal codes to be sent to the printer after the text.
Standard Print	Enter the hexadecimal code for standard print (10 characters an inch).

Field Name	Description
Standard Cols	Enter the number of columns that can be printed in standard print mode.
System Device Name	Enter the system device name.
Termination	Enter the commands to reset the device when the print job is finished.
Timeout	Enter the number of seconds the system should wait for the device to become available before displaying an error message.
Top Margin	Enter the amount of offset you want for the top margin.
Printer On	Enter the codes that initialize the printer before a print job.
Printer Off	Enter the codes that reset the printer when the print job is finished.
Print File	If you entered the system device name $FILE, you must enter the name of the default file for output to the disk.

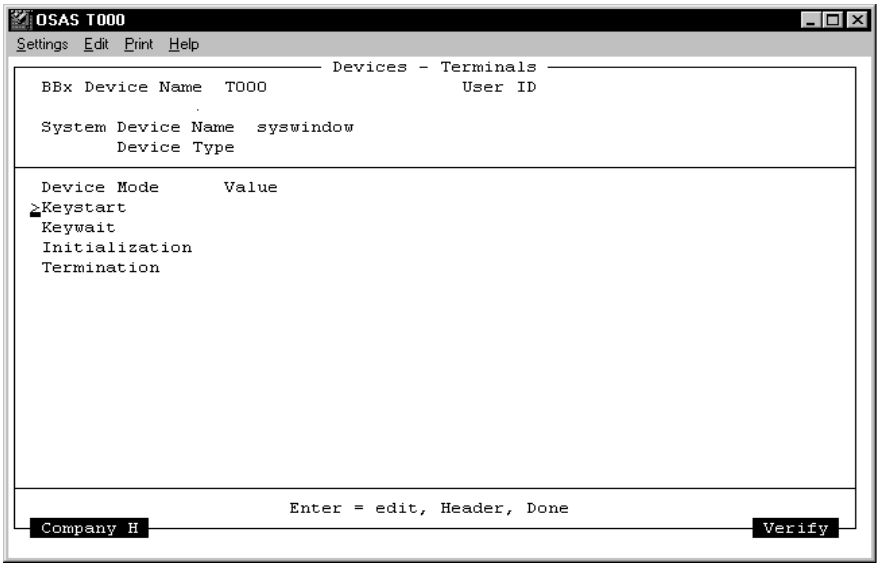
Command Bar Definitions

Command	Description
Done	Press **D** to return to the Devices screen when you are finished making changes.
Enter = edit	Move the prompt (>) to the line you want to edit and press **Enter**.
Header	Press **H** to enter a new system device name.

Saving and Exiting

To save your changes and exit to the Devices screen, use the **Done** (**D**) command.

Devices - Terminals Screen



Field Definitions

Field Name	Description
BBx Device Name	Enter the device name.
Copy From	This field appears if you entered a new device name. Enter the name of the device whose settings you want to copy.
User ID	The user ID is displayed.
System Device Name	Enter the system device name.
Device Type	Select the device type from the inquiry window.
Driver Name	If you selected doscon as the device type, enter the name of the device driver file.

Field Name	Description
DMA	If you selected doscon as the device type, enter **Y** for a terminal that supports direct memory access, or enter **N** for a terminal that does not support direct memory access.
Mode	If you selected doscon as the device type, refer to the terminal manual to find out which modes it supports. If you want to change the mode of your terminal when you start OSAS, enter the mode number.
Keystart	If your terminal has function keys that are described such that the termcap ‘k0’ entry is really function key 10, enter **Y**: if not, enter **N**.
Keywait	Enter the number of seconds the terminal should wait before processing a group of characters.
Initialization	Enter an operating system command that the system will execute before using the terminal.
Termination	Enter an operating system command to reset the terminal when the job is finished.

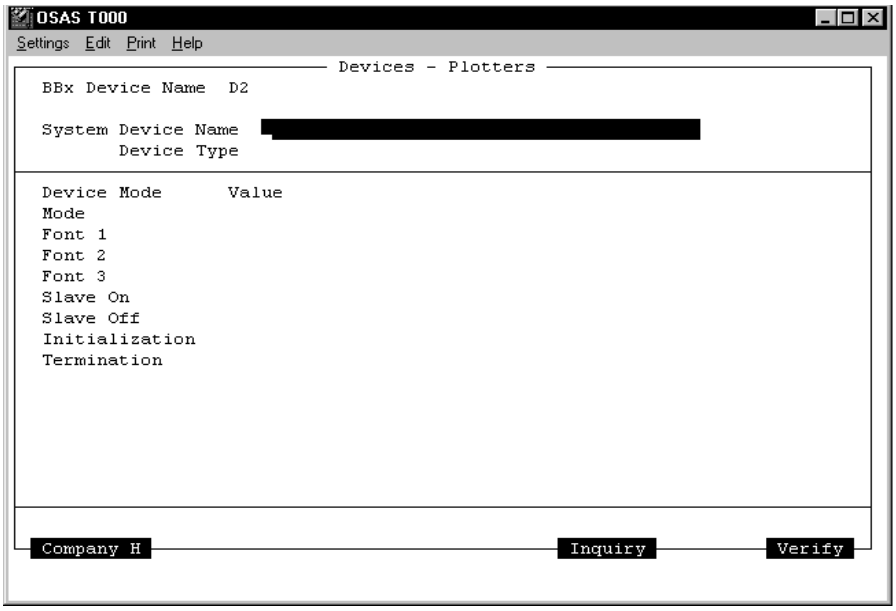
Command Bar Definitions

Command	Description
Enter = edit	Move the prompt (>) to the line you want to edit and press **Enter**.
Header	Press **H** to enter a new system device name.
Done	Press **D** to return to the Devices screen when you are finished making changes.

Saving and Exiting

To save your changes and exit to the Devices screen, use the **Done** (**D**) command.

Devices - Plotters Screen



Field Definitions

Field Name	Description
BBx Device Name	Enter the device name.
Copy From	This field appears if you entered a new device name. Enter the name of the device whose settings you want to copy.
System Device Name	Enter the system device name.
Device Type	Select the device type from the inquiry window.
Mode	If your graphics device supports multiple modes of operation, enter a mode number.
Font1/Font2/Font3	Enter the names of one to three files that contain fonts the device can use. Font1 is the default.

Field Name	Description
Slave On	Enter the hexadecimal codes to be sent to the printer before the text for the graphics device.
Slave Off	Enter the hexadecimal codes to be sent to the printer after the text.
Initialization	Enter an operating system command that the system will execute before a job is sent to the printer.
Termination	Enter the commands to reset the device when the print job is finished.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt (>) to the line you want to edit and press **Enter**.
Header	Press **H** to enter a new system device name.
Done	Press **D** to return to the Devices screen when you are finished making changes.

Saving and Exiting

To save your changes and exit to the Devices screen, use the **Done** (**D**) command.

Defaults

Features

Use the Defaults function on the Workstation Configuration menu to set defaults for functions, fields, and directories for a workstation.

Note

The defaults you set in this function will override defaults specified in Company Setup (page 3-3)

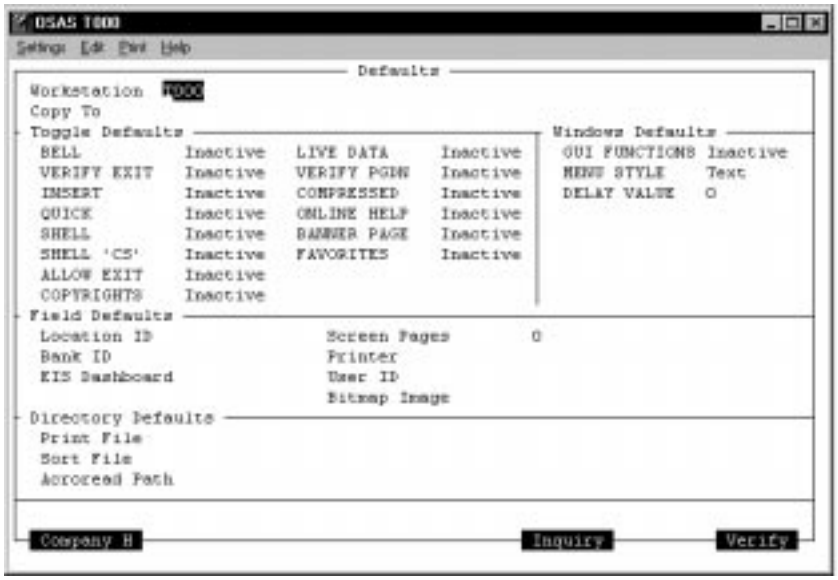
Reports

No report is associated with this function.

Screen Use

Screen	Description
Defaults	Use the Defaults screen to set the defaults for each workstation.

Defaults Screen



Field Definitions

Field Name	Description
Workstation	Enter the ID of the workstation whose defaults you want to work with.
Copy From	This field appears if you entered a new workstation ID. Enter the ID of the workstation you want to copy the default settings from.
Copy To	Enter the workstation ID you want to copy the default settings to, or enter ***ALL** to copy the default settings to all workstations.
BELL	If you want the computer to beep during verification of commands such as **Exit** (**F7**), **Abandon** (**F5**), and **Proceed** (**PgDn**), press **A**; if not, press **I**.

Field Name	Description
VERIFY EXIT	If you want to confirm the **Exit** (**F7**) and **Abandon** (**F5**) commands by issuing the command a second time, press **A**; if not, press **I**.
INSERT	If you want the character you type to appear before (to the left of) the cursor, press **A**. If you want the character you type to replace the one the cursor is on, press **I**.
QUICK	In some applications quick entry lets you skip nonessential fields on a screen. If you want the cursor to stop only at fields that require new data, press **A**. If you need to change a nonessential field when quick entry is active, use the up-arrow key to move back to the field after you pass it. If you want the cursor to stop at every field you can change on the screen, press **I**.
SHELL	If you want to be able to exit to the operating system's shell (environment) through the BB^{X} interpreter, press **A**. The shell has only enough memory to run simple operating system commands and utilities. To exit from OSAS, press **Alt 1**. To return to OSAS, enter **Exit**. If you want to restrict access to the operating system's shell, press **I**.
SHELL 'CS'	If you want the system to refresh the screen (**Alt 2**) after a system call, press **A**. If you do not want the programs to refresh the screen manually, press I.
ALLOW EXIT	If you want to be able to exit from OSAS and run other operating system programs, press **A**. If you want to prevent exiting from OSAS, press **I**.
COPYRIGHTS	If you want the copyrights of OSAS to appear on your workstation each time you start OSAS, press **A**; if not, press **I**.

Field Name	Description
LIVE DATA	If you want to use OSAS with live data files, press **A**. You can still toggle to the sample data path by pressing **F5** at the Main menus. If you want use OSAS with sample data only, press **I**.
VERIFY PGDN	If you want to confirm the **Proceed** (**PgDn**) command by issuing the command a second time, press **A**; if not, press **I**.
COMPRESSED	If you want to be able to select compressed screen printing, press **A**. If you never use compressed print or if your workstation does not support it, press **I**.
ONLINE HELP	If you want the function keys and the functions they represent to appear at the bottom of the screen, press **A**; if not, press **I**.
BANNER PAGE	If you want to print a banner page that shows the pick screen of each report, press **A**; if not, press **I**.
FAVORITES	If you want to start OSAS using the Favorites menu, press **A**; if you want to start OSAS using the main menu, press **I**.

Note

The next three options are available only on Windows workstations.

Field Name	Description
GUI FUNCTIONS	If you want to use Windows graphical screens whenever they are available, press **A**; if not, press **I**.
MENU STYLE	Choose one of these options for the type of menu you want to use on this workstation: **T** = traditional text-based menu **G** = panelled graphical menu **S** = Start-style graphical menu

Field Name	Description
DELAY VALUE	If you chose the Start-style graphical menu, the delay value is used to regulate how quickly the menu responds to mouse movements. The default delay value is **1**, but you can increase this value (1-9) if your menu behaves erratically.
Location ID	Enter the ID of the default location for the workstation.
Bank ID	Enter the ID of the bank that is the default for the workstation.
EIS Dashboard	Enter the default EIS Dashboard for the workstation.
Screen Pages	Enter the maximum number of pages you want to store in memory from a report that is displayed on the screen. The system default is 5 screen pages.
Printer	Enter the name of the default printer. You can also enter the BB^{x} device name such as **LP** or **P0**.
User ID	Enter the ID that you want to be associated with the workstation.
Bitmap Image	Enter the name of a bitmapped image to use as a background for your graphical menu. If you do not specify a bitmap name, the system will use the default OSAS.BMP which is installed with Resource Manager.
Print File	Enter the subdirectory where you want your reports to be filed.
Sort File	Enter the subdirectory where you want sorted files created by OSAS to be stored.

Field Name	Description
.PDF Viewer	If you want to be able to access the online documentation using the **Shift-F1** function key, you must enter the path where the Adobe® Acrobat® Reader (or a compatible program capable of reading and displaying .PDF documents) can be found. If you don't want to access the online documentation files, or if you don't have a compatible reader, leave this field blank. The Adobe Acrobat Reader is a freeware product available for many operating systems. If you have an OSAS CD-ROM, you can install the Adobe Acrobat Reader for Windows from the CD.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the Workstation Configuration menu.

Company Setup 3

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Company Information

Features

Use the Company Information function on the Company Setup menu for the following tasks:

- add companies
- change the name, address, and phone and fax numbers for a company
- set a company's location and bank ID defaults
- set the user-defined masks for numeric values
- remove company records from the system
- select the date and time format for a company's reports and screens

The numeric masks you set up in this function are used in most of the OSAS applications. By entering the number of decimals you want for each mask type, you define the way they appear in other applications.

Some applications may have fields that override the numeric masks you assign in this function. Refer to the user's manual for the application if you suspect that a field is not using the masks you set up here.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Company Information	Use the Company Information screen to enter or change information for a company.

Company Information Screen

Field Definitions

Field Name	Description
Company ID	The ID of the company you selected at the menu is displayed. Accept it, or enter a different company ID, using one to three numbers and uppercase letters. You can delete a company from the system only if there are no data files for it.
Copy From	This field appears if you entered a new company ID. Enter the ID of the company you want to copy data from.
Name	Enter the company's name.
Address 1/Address 2	Enter the company's address on one or both lines.
City	Enter the company's city.

Field Name	Description
State	Enter the company's state.
Zip	Enter the company's zip code.
Country	Enter the company's country code.
Site	Enter the company's site number.
Phone	Enter the area code, a hyphen (if necessary), and the phone number.
Fax	Enter the area code, a hyphen (if necessary), and the phone number.
Date Mask	If you want dates in the company's reports and on screens to be in American format (mm/dd/yyyy), enter **0**. If you want them to be in European format (dd/mm/yyyy), enter **1**.
Time Mask	If you want times in the company's reports and on screens to be in standard 12-hour format (hh:mm am/pm), enter **0**. If you want them to be in military 24-hour format (hh:mm), enter **1**.
Location ID	Enter the ID of the location associated with the company.
Bank ID	Enter the ID of the bank associated with the company.
Reg Dollars	Enter the number of decimals you want assigned to regular dollar amounts. The location of the company might determine the number of decimals you enter. For example, if you set up regular dollars for a U.S. company, you might enter **2** for the dollar; if you set up a Japanese company, you might enter **0** for the yen.
IN Costs	Enter the number of decimals you want assigned to inventory costs.
IN Prices	Enter the number of decimals you want assigned to inventory prices.
IN Qtys	Enter the number of decimals you want assigned to inventory quantities.

Field Name	Description
Rates	Enter the number of decimals you want assigned to rates.
Hours	Enter the number of decimals you want assigned to hours.
Cr Limits	Enter the number of decimals you want assigned to credit limits.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the Company Setup menu.

Data File Creation

Features

Use the Data File Creation function on the Company Setup menu to create the data files that you need to process information for a company.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Data File Creation	Use the Data File Creation screen to select the directory for the files you create.

Data File Creation Screen

OSAS T000
Settings Edit Print Help
Data File Conversion
Select directory on which to create files.
1. D:/OSAS6D/data/
1
Enter directory that contains the files to be converted.
Do you want source files erased after conversion?
Do you want conversion to pause if a problem is found?
Appl Description Version
Appl Description Version
Company H
Verify

Field Definitions

Field Name	Description
Directory on Which to Create Files	Enter the number of the data directory where you want the new files to be created.
Application ID	Enter the ID of the application whose files you want to create.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to exit to the Company Setup menu.

Data File Conversion

Features

Use the Data File Conversion function on the Company Setup menu to convert data files from OPEN SYSTEMS Accounting Software version 3.2 or higher to the latest version.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Data File Conversion	Use the Data File Conversion screen to select the directory for the converted files.

Data File Conversion Screen

Field Definitions

Field Name	Description
Select directory on which to create files.	Accept the displayed data directory, or enter the number of the data directory where you want the converted files to be created.
Enter directory that contains the files to be converted.	Enter the name of the directory that contains the files you want to convert.
Do you want source files erased after conversion?	If you want the source files to be erased after they are converted, enter **Y**; if not, enter **N**.
Do you want conversion to pause if a problem is found?	If you want the conversion to pause when problems arise, enter **Y**; if not, enter **N**.

Field Name	Description
Appl	Enter the ID of the application to be converted.
Description	The application description is displayed.
Version	Enter the version number of the application to be converted.
xxData files exist. Do you want this task to erase them?	Enter **Y** to erase the existing files or **N** to change your entries.
Do you want a printout of the error log after each application?	If you want an error log to be printed after each application is converted, enter **Y**; if not, enter **N**.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to begin the conversion process and exit to the Company Setup menu.

Options and Interfaces

Features

Use the Options and Interfaces function on the Company Setup menu to determine the way the system functions and to set up interfaces between some applications installed on your system.

Reports

To produce a list of the information entered in the Options and Interfaces function, use the Options and Interfaces List function.

Screen Use

Screen	Description
Options and Interfaces	Use the Options and Interfaces screen to select the application you want to set up options and interfaces for.
Options	Use the Options screen to view and edit the settings for the application you selected.

Options and Interfaces Screen

Field Definitions

Field Name	Description
Company ID	The company you selected on the menu is displayed.
Option Table Type	Enter **Own** to keep each company's options separate, or enter **Share** if you want companies to use the same options and interfaces.
Application ID	Enter the ID of the application you want to set the options for.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the Company Setup menu.

Options Screen

Field Definitions

Field Name	Description
Description	The options for the application you selected are displayed.
Value	The current value of the option is displayed.

Command Bar Definitions

Command	Description
Enter = toggle	Press **Enter** to toggle between options.
Write	Press **W** to save the values you selected and exit to the Company Setup menu.

Saving and Exiting

To save your entries and exit to the Company Setup menu, use the **Write** (**W**) command.

Access Codes

Features

Use the Access codes function on the Company Setup menu to protect your data files from unauthorized access.

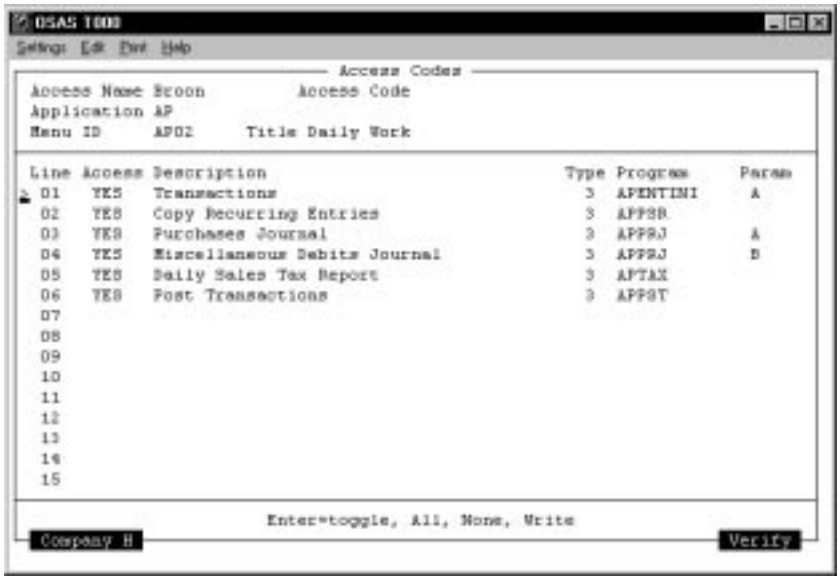
Reports

No report is associated with this function.

Screen Use

Screen	Description
Access Codes	Use the Access Codes screen to select the menus and functions to protect from unauthorized access.

Access Codes Screen



Field Definitions

Field Name	Description
Access Name	Enter an access name.
Copy From Company ID	To copy access rights from another company's access code, enter the ID of that company.
Copy From Access Name	Enter the access name you want to copy.
Access Code	Enter an access code. To create a blank access code, press **Enter**.
Application	Enter the ID of the application you want to assign rights to, or press **Enter** to assign access rights to the Main menu.
Menu ID	Enter the ID of the menu you want to assign access rights to.

Field Name	Description
Title	The description of the menu ID you chose is displayed.

Command Bar Definitions

Command	Description
Enter = toggle	To indicate whether the users of the code should have access to a function, move the prompt (>) to the line and toggle between YES and NO.
All	Press **A** to turn on access to all the functions on the menu.
None	Press **N** to deny access to all the functions on the menu.
Write	Press **W** to save your changes.

Saving and Exiting

To save your changes and exit to the Company Setup menu, use the **Write** (**W**) command.

Country Codes

Features

Use the Country Codes function on the Company Setup menu to assign a two-character code to a country.

Reports

To produce a list of the information entered on the Country Codes screen, use the Country Codes List function.

Screen Use

Screen	Description
Country Codes	Use the Country Codes screen to assign a code to a country.

Country Codes Screen

Field Definitions

Field Name	Description
Country Code	Enter the code for the country.
Name of Country	Enter the full name of the country.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the Company Setup menu.

Application Setup 4

Tax Classes	4-3
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Clear Sales Tax	4-21
Period Setup	4-25
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Tax Classes

Features

Use the Tax Classes function on the Application Setup menu to add or change the descriptions associated with tax classes.

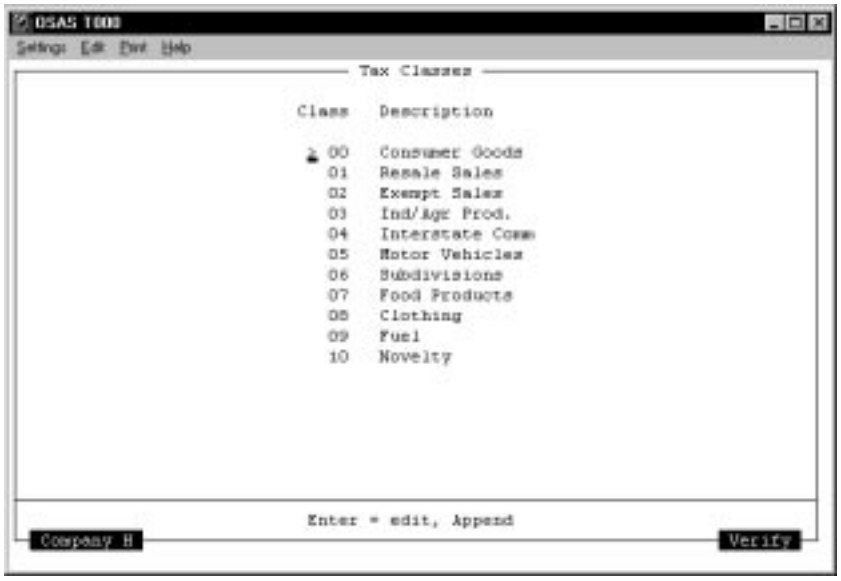
Reports

No report is associated with this function.

Screen Use

Screen	Description
Tax Classes	Use the Tax Classes screen to add or change tax classes.

Tax Classes Screen



Field Definitions

Field Name	Description
Class	The numeric representation of the tax class is displayed.
Description	The description of the tax class is displayed.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt (>) to the class you want to edit and press **Enter**.
Append	Press **A** to add a tax class.

Saving and Exiting

To save your entries, press **Enter**. To exit to the Application Setup menu, use the **Exit** (**F7**) command.

Tax Locations

Features

Use the Tax Locations function on the Application Setup menu to set up and maintain the authorities you accumulate sales taxes for. Set up tax classes before setting up tax locations.

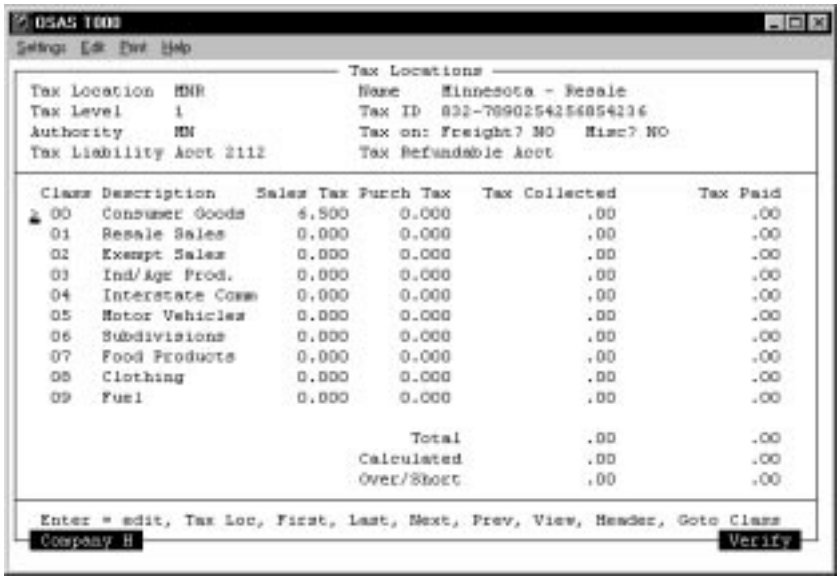
Reports

No report is associated with this function.

Screen Use

Screen	Description
Tax Locations	Use the Tax Locations screen to add or change tax location records.
Edit Line window	Use the Edit Line window to change tax location information.
View Line window	Use the View Line window to look at tax class detail information.

Tax Locations Screen


OSAS T000
Settings Edit Print Help
Tax Locations
Tax Location MNR
Name Minnesota - Resale
Tax Level 1
Tax ID 832-7090254256854236
Authority MN
Tax on: Freight? NO Misc? NO
Tax Liability Acct 2112
Tax Refundable Acct
Class Description Sales Tax Purch Tax Tax Collected Tax Paid
00 Consumer Goods 6.500 0.000 .00 .00
01 Resale Sales 0.000 0.000 .00 .00
02 Exempt Sales 0.000 0.000 .00 .00
03 Ind/Agr Prod. 0.000 0.000 .00 .00
04 Interstate Comm 0.000 0.000 .00 .00
05 Motor Vehicles 0.000 0.000 .00 .00
06 Subdivisions 0.000 0.000 .00 .00
07 Food Products 0.000 0.000 .00 .00
08 Clothing 0.000 0.000 .00 .00
09 Fuel 0.000 0.000 .00 .00
Total .00 .00
Calculated .00 .00
Over/Short .00 .00
Enter = edit, Tax Loc, First, Last, Next, Prev, View, Header, Goto Class
Company H
Verify

Field Definitions

Field Name	Description
Tax Location	Enter the ID of the tax location you want to work with.
Name	Enter the name of the tax location, or use the displayed name.
Tax Level	Enter the tax level of the location.
Tax ID	Enter the tax ID of the authority, or use the displayed tax ID.
Authority	Enter a tax authority, or use the displayed tax authority.
Tax on	Enter **Y** or **N** to indicate whether or not freight or miscellaneous items are taxed.
Tax Liability Acct	Enter the account number to which you want to post the liability for tax.

Field Name	Description
Tax Refundable Acct	Enter the account number to which you want to post the refundable tax.
Class/Description	The tax classes and their descriptions are displayed.
Sales Tax	The percentage of tax for the class is displayed.
Purch Tax	The amount of tax for purchases for the class is displayed.
Tax Collected	The amount of tax collected for the class is displayed.
Tax Paid	The amount of tax paid for the class is displayed.

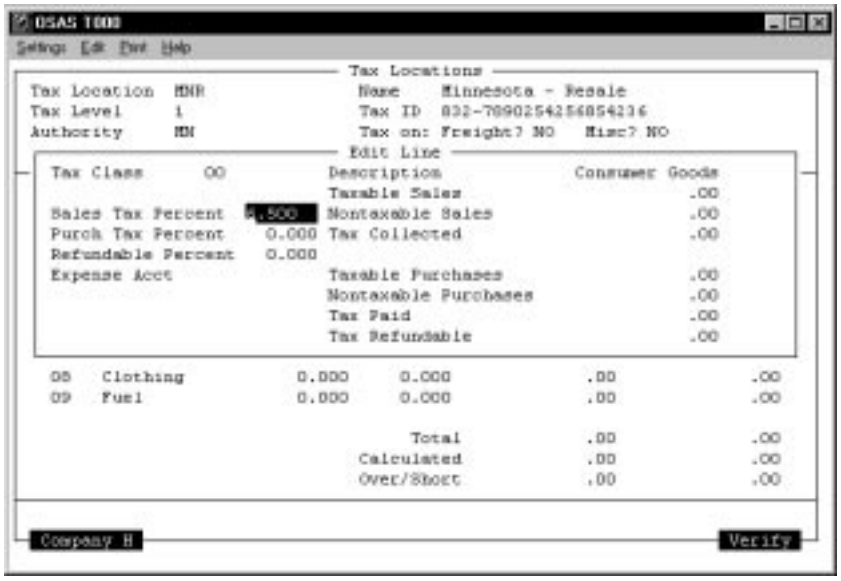
Command Bar Definitions

Command	Description
Enter = edit	Move the prompt (>) to the tax location you want to edit and press **Enter**.
Tax Loc	Press **T** to select a different tax location.
First	Press **F** to go to the first tax location record.
Last	Press **L** to go to the last tax location record.
Next	Press **N** to go to the next tax location record.
Prev	Press **P** to go to the previous tax location record.
View	Press **V** to view tax class detail information.
Header	Press **H** to return to the screen header information.

Saving and Exiting

To exit to the Application Setup menu, use the **Exit** (**F7**) command.

Edit Line Window



Field Definitions

Field Name	Description
Tax Class	The tax class is displayed.
Description	The tax class description is displayed.
Taxable Sales	Enter the taxable sales for the location.
Sales Tax Percent	Enter the tax percent for the location.
Nontaxable Sales	Enter the nontaxable sales for the location.
Purch Tax Percent	Enter the purchases tax for the location.
Tax Collected	Enter the amount of tax collected for the location.
Refundable Percent	Enter the refundable percent for the location.

Field Name	Description
Expense Acct	Enter the expense account number for the location.
Taxable Purchases	Enter the taxable purchases for the location.
Nontaxable Purchases	Enter the nontaxable purchases for the location.
Tax Paid	Enter the tax paid for the location.
Tax Refundable	Enter the amount of tax refunded for the location.

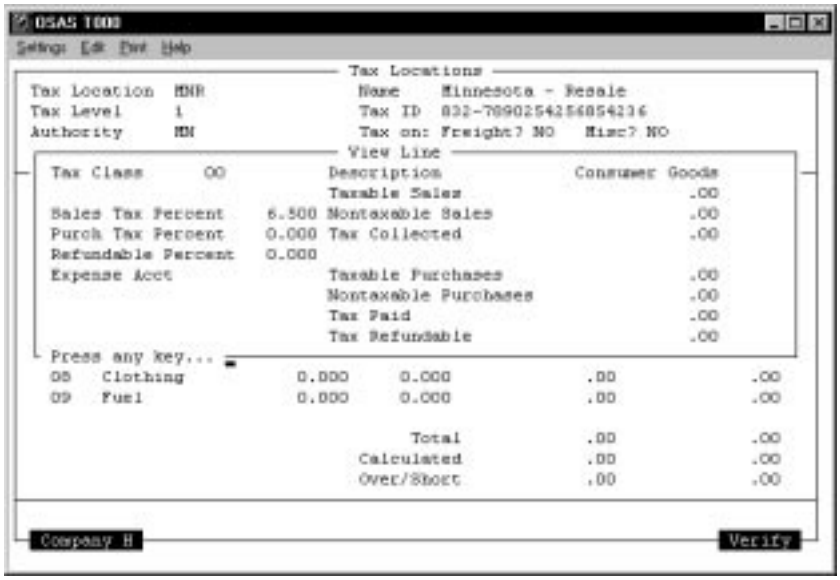
Command Bar Definitions

This window has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the Tax Locations screen.

View Line Window



Field Definitions

You cannot enter or change information in this window.

Command Bar Definitions

This window has no command bar.

Saving and Exiting

To exit to the Tax Locations screen, press any key.

Tax Groups

Features

Use the Tax Groups function on the Application Setup menu to set up and maintain the tax groups and tax levels.

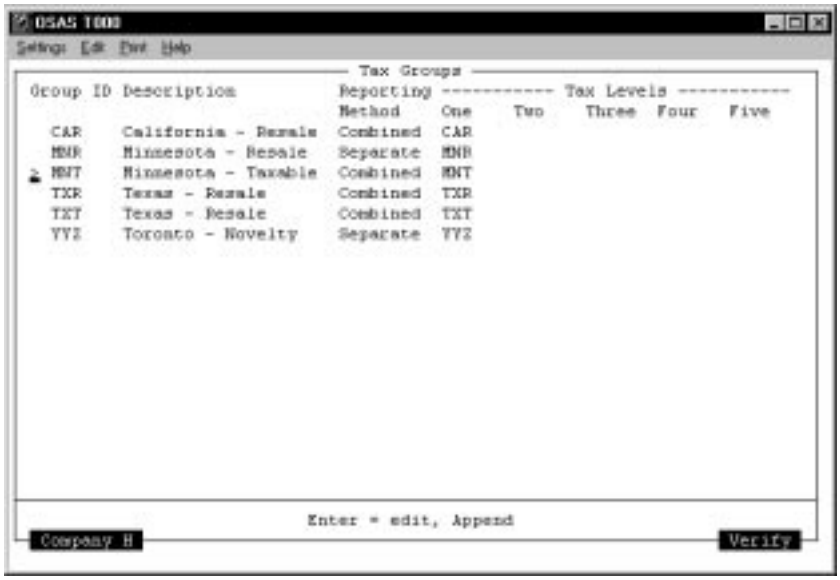
Reports

No report is associated with this function.

Screen Use

Screen	Description
Tax Groups	Use the Tax Groups screen to add or change tax groups and levels.

Tax Groups Screen


OSAS T000
Settings Edit Print Help
Tax Groups
Group ID Description Reporting Method Tax Levels
One Two Three Four Five
CAR California - Resale Combined CAR
MNR Minnesota - Resale Separate MNR
MNT Minnesota - Taxable Combined MNT
TXR Texas - Resale Combined TXR
TXT Texas - Resale Combined TXT
YYZ Toronto - Novelty Separate YYZ
Enter = edit, Append
Company H
Verify

Field Definitions

Field Name	Description
Group ID	The tax group IDs are displayed.
Description	A description of each tax group is displayed.
Reporting Method	Toggle between **Combined** and **Separate** to indicate which reporting method you want to use.
Tax Levels	Enter the tax location that you want at the appropriate level.
Tax on Tax Level	Enter **Y** or **N** to indicate whether or not you want to compute tax on the previous tax level.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt (>) to the tax group you want to edit and press **Enter**.
Append	Press **A** to add a tax group.

Saving and Exiting

To save your entries, press **Enter**. To exit to the Application Setup menu, use the **Exit** (**F7**) command.

Sales Tax Report

Features

Print the Sales Tax Report at the end of each period for information about how taxes have been allocated for the tax locations you set up.

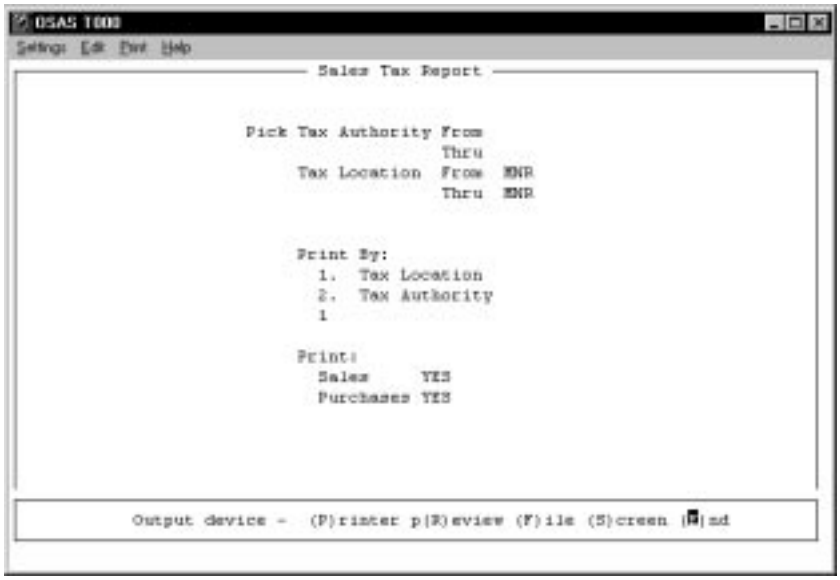
Reports

A sample Sales Tax Report is on page 4-20.

Screen Use

Screen	Description
Sales Tax Report	Use the Sales Tax Report screen to select the tax authorities and locations you want in the report.

Sales Tax Report Screen



Field Definitions

Field Name	Description
Pick	Enter the range of tax authorities and tax locations you want in the report.
Print By	Select the item by which you want to organize the report.
Print	Enter **Y** or **N** to indicate whether or not you want to list sales and purchases.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the report to a printer.

Command	Description
File	Select **F** to send the report to a file.
Screen	Select **S** to send the report to the screen.
End	Select **E** to change your selections or exit to the Application Setup menu.

Saving and Exiting

After the report is produced, the Application Setup menu appears.

Sales Tax Report

06/09/1999 Builders Supply Page 1
9:02 AM Sales Tax Report
By Tax Location

Tax Loc	Name	Level	Tax Auth.	Tax ID			----- General Ledger Accounts -----		--- Tax on ---	
							Tax Liability	Tax Expense	Refundable	Frt. Misc.
MNR	Minnesota - Resale	1	MN	23-876182734		2038				NO NO

Tax Class	Description	Tax Per. Ref. Per.	Taxable	Nontaxable	Tax	Calculated	Over/Short	Refundable
00	Consumer Goods	6.500 Sales	.00	2290957.44	.00	.00	.00	.00
		.000 Purchases	.00	.00	.00	.00	.00	
01	Resale Sales	.000 Sales	.00	.00	.00	.00	.00	.00
		.000 Purchases	.00	.00	.00	.00	.00	
02	Exempt Sales	.000 Sales	.00	.00	.00	.00	.00	.00
		.000 Purchases	.00	.00	.00	.00	.00	
03	Ind/Agr Prod.	.000 Sales	.00	.00	.00	.00	.00	.00
		.000 Purchases	.00	.00	.00	.00	.00	
04	Interstate Comm	.000 Sales	.00	.00	.00	.00	.00	.00
		.000 Purchases	.00	.00	.00	.00	.00	
05	Motor Vehicles	.000 Sales	.00	.00	.00	.00	.00	.00
		.000 Purchases	.00	.00	.00	.00	.00	
06	Food Products	.000 Sales	.00	.00	.00	.00	.00	.00
		.000 Purchases	.00	.00	.00	.00	.00	
07	Clothing	.000 Sales	.00	.00	.00	.00	.00	.00
		.000 Purchases	.00	.00	.00	.00	.00	
08	Gasoline	.000 Sales	.00	.00	.00	.00	.00	.00
		.000 Purchases	.00	.00	.00	.00	.00	
09	Services	.000 Sales	.00	.00	.00	.00	.00	.00
		.000 Purchases	.00	.00	.00	.00	.00	
TOTAL FOR LOCATION MNR		Sales	.00	2290957.44	.00	.00	.00	.00
		Purchases	.00	.00	.00	.00	.00	

	Taxable	Nontaxable	Tax	Calculated	Over/Short	Refundable
GRAND TOTAL Sales	.00	2290957.44	.00	.00	.00	.00
Purchases	.00	.00	.00	.00	.00	

End of report

Clear Sales Tax

Features

Use the Clear Sales Tax function on the Application Setup menu to clear the accumulated sales and tax amounts from the tax location records at the end of the tax reporting period. This function prepares the records to accumulate new figures for the next reporting period. You can clear tax locations for a range of taxing authorities and tax locations.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Clear Sales Tax	Use the Clear Sales Tax screen to select the tax authorities and locations you want to clear accumulated sales tax for.

Clear Sales Tax Screen

Field Definitions

Field Name	Description
Have you printed the Sales Tax Report?	Enter **Y** or **N** to indicate whether or not you have printed the Sales Tax Report. If you enter N, the system prompts you to exit to the menu so that you can print the report.
Pick	Enter the range of tax authorities and locations you want to clear sales tax for.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

After you clear the sales tax, the Application Setup menu appears.

Period Setup

Features

Use the Period Setup function on the Application Setup menu to set up the CNVTxxx (Period Conversion) table, the current fiscal year, and the number of periods per year.

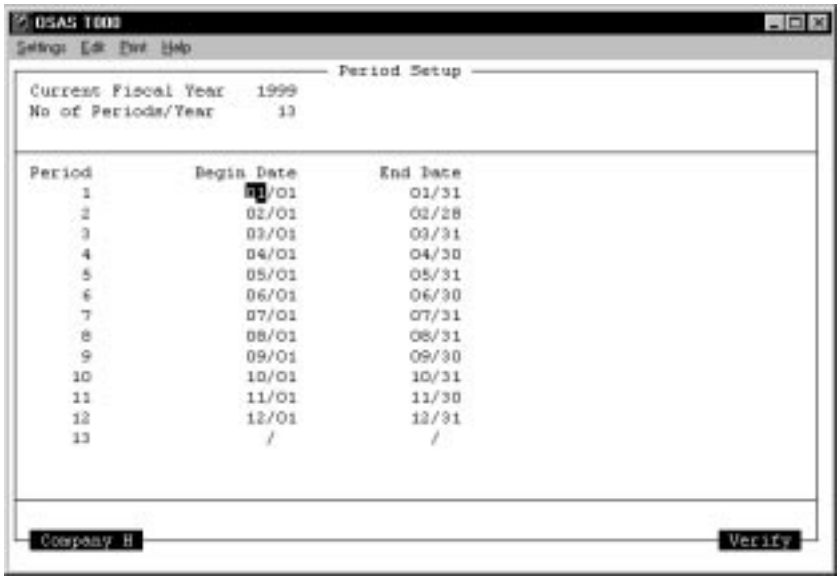
Reports

No report is associated with this function.

Screen Use

Screen	Description
Period Setup	Use the Period Setup screen to establish the current fiscal year and number of periods.

Period Setup Screen



Field Definitions

Field Name	Description
Current Fiscal Year	Enter the current fiscal year.
No of Periods/Year	Enter the number of periods in the year.
Period	Periods 1-13 are displayed.
Begin Date	Enter the month and the first day of each period.
End Date	Enter the month and the last day of each period.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the Application Setup menu.

Forms Reorder

Features

Use the Forms Reorder function on the Application Setup menu to enter order information for Open Systems forms and to print the reorder form.

Reports

A sample reorder form is on page 4-36.

Screen Use

Screen	Description
Forms Reorder	Use the Forms Reorder screen to view line items you have entered and to select a command from the command bar.
Append/Edit Line window	Use the Append/Edit Line window to add or edit a line item.
Header Information window	Use the Header Information window to enter header information for shipping and billing purposes.

Forms Reorder Screen

Field Definitions

Field Name	Description
Product No	The product number for the form you are ordering is displayed.
Description	The product description is displayed.
Parts	The number of parts the form has is displayed.
Qty	The quantity of the form you are ordering is displayed.
Start No	The starting number printed on the first form is displayed.

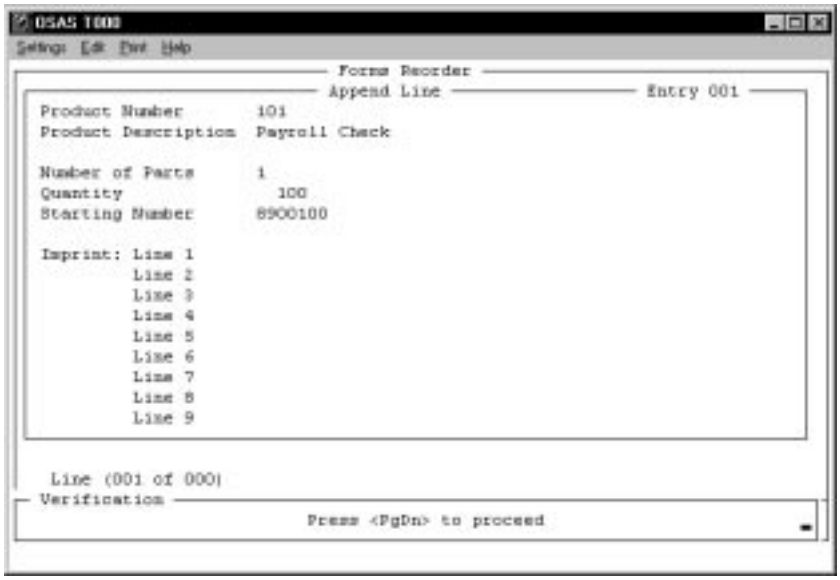
Command Bar Definitions

Command	Definition
Enter = edit	Move the prompt (>) to the line you want to edit and press **Enter**.
Append	Press **A** to append a product line item to the order.
Header	Press **H** to enter header information for the order.
View	Move the prompt (>) to the line item you want to view and press **V**. When you are finished, press any key to return to the Forms Reorder screen.
Print form	Press **P** to print the reorder form. Then enter **P** to send the form to a printer, **F** to send the form to a file, or **E** to change your selections or exit to the Forms Reorder screen.

Saving and Exiting

To exit to the Application Setup menu, use the **Exit** (**F7**) command.

Append/Edit Line Window



Field Definitions

Field Name	Description
Product Number	Enter the product number for the form you are reordering. If you are in the Edit Line window, you cannot access this field.
Product Description	The product description is displayed.
Number of Parts	Enter the number of parts the form has. Valid choices are displayed at the bottom of the screen.
Quantity	Enter the quantity of the form you are reordering.
Starting Number	Enter the starting number for the sequence numbers you want printed on the forms.

Field Name	Description
Imprint	Enter the text you want imprinted on as many as nine lines. Contact your reseller or Open Systems Forms for information about pricing for additional lines of printing.

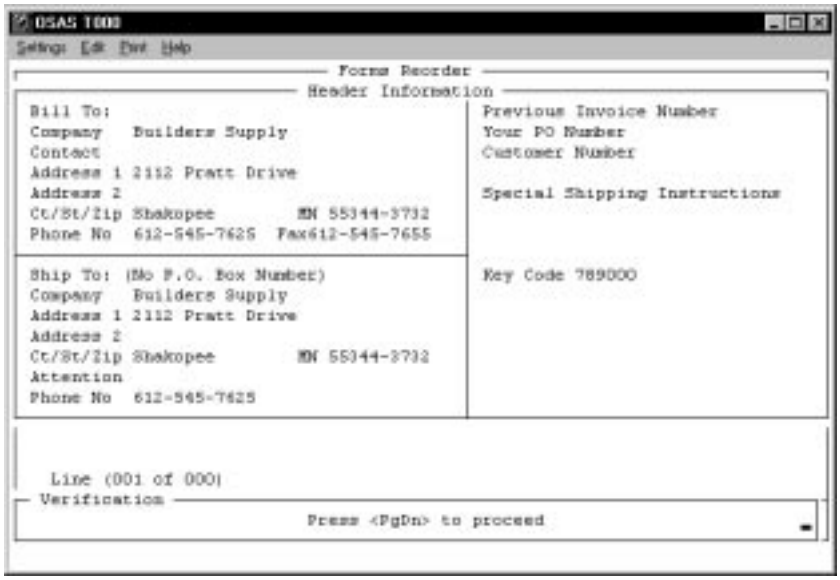
Command Bar Definitions

This window has no command bar.

Saving and Exiting

To save your entries and exit to the Forms Reorder screen, use the **Proceed** (**PgDn**) command. To exit to the Application Setup menu, use the **Exit** (**F7**) command.

Header Information Window



Field Definitions

Field Name	Description
Bill to Company	Enter the name of the company the reorder should be billed to.
Contact	Enter the name of the contact person.
Address 1/Address 2	Enter the billing address.
Ct/St/Zip	Enter the city, state, and zip code.
Phone No	Enter the phone number.
Fax	Enter the fax number.
Ship to Company	Enter the name of the company the reorder should be shipped to.
Address 1/Address 2	Enter the shipping address.

Field Name	Description
Ct/St/Zip	Enter the city, state, and zip code.
Attention	Enter the name of the person who should receive the reorder.
Phone No	Enter the phone number.
Previous Invoice Number	Enter the number of the previous invoice you used to order forms.
Your PO Number	Enter your company's purchase order number for the reorder.
Customer Number	Enter your customer number.
Special Shipping Instructions	Enter special shipping instructions.

Command Bar Definitions

This window has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the Forms Reorder screen. Use the **Exit** (**F7**) command to exit to the Application Setup menu.

Sample Order Form

```
OPEN SYSTEMS FORMS                                                    Page   1
P.O. BOX 103, Route 77
Deerfield Street, NJ 08313-0103
800-994 OPEN (800-994-6736) Fax:(800-225-3933)
================================================================================
Bill To:                    Ship To:
Builders Supply             Builders Supply
                            7626 Golden Triangle Dr.
7626 Golden Triangle Dr.    Eden Prairie     MN 55344-3732
                                                612-829-0011
Eden Prairie    MN 55344-3732
612-829-0011  Fax612-829-1493   circle:     Special Shipping Instructions:
Have you ordered from us before? YES / NO
Exact repeat?                    YES / NO
New order?                       YES / NO   Previous Invoice Number
Revised repeat?                  YES / NO   Your Purchase Order No.
Confirming order?                YES / NO   Customer Number
================================================================================
Products:
Item Product      Parts   Quantity      Starting  Stock     Signature  Price
   Description                          Number    LOGO No.  Lines
--------------------------------------------------------------------------------
001  101          1       500       33654     _______   __         $_______
   Payroll Check

================================================================================
                          Other     CA,CO,GA,IL,MN,MS
Subtotal   Artwork   Charges   NJ,TX-add sales tax     TOTAL
_______   _______   _______   _____________________   _____
================================================================================
Method of Payment:
```

Forms Reorder Codes

Features

Use the Forms Reorder Codes function on the Application Setup menu to add or change a form that you want to reorder.

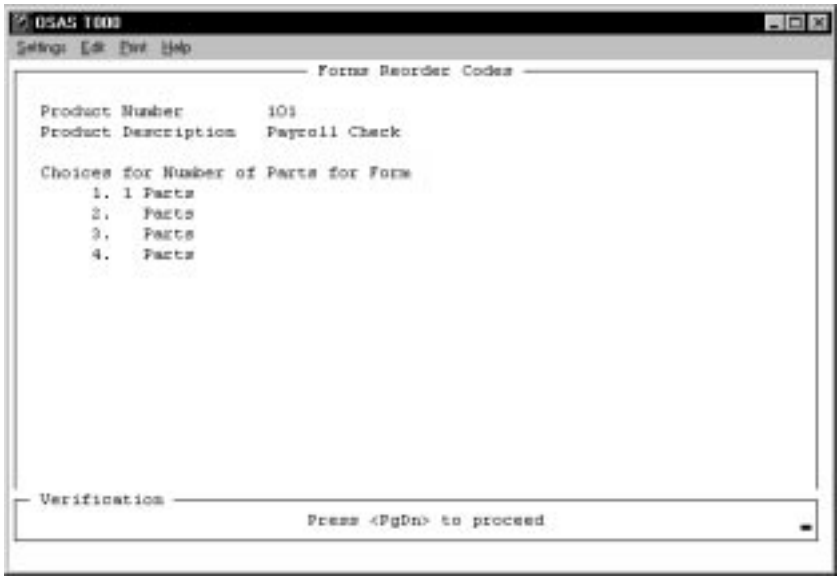
Reports

No report is associated with this function.

Screen Use

Screen	Description
Forms Reorder Codes	Use the Forms Reorder Codes screen to enter the product number and the information you want to add or change.

Forms Reorder Codes Screen



Field Definitions

Field Name	Description
Product Number	Enter the product number you want to add or change.
Product Description	If you are entering a new product number, enter a description for the product. If you are editing a product number, the product description is displayed.
Choices for Number of Parts for Form	Enter each of the choices for parts of the form. The system prompts you to select one of these parts numbers when you use the Forms Reorder function.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the Application Setup menu.

Data File Maintenance 5

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Backup

Features

Use the Backup function on the Data File Maintenance menu to back up your data files before using critical functions and to make regular backup or archived copies of your data files, programs, and Report Writer data files.

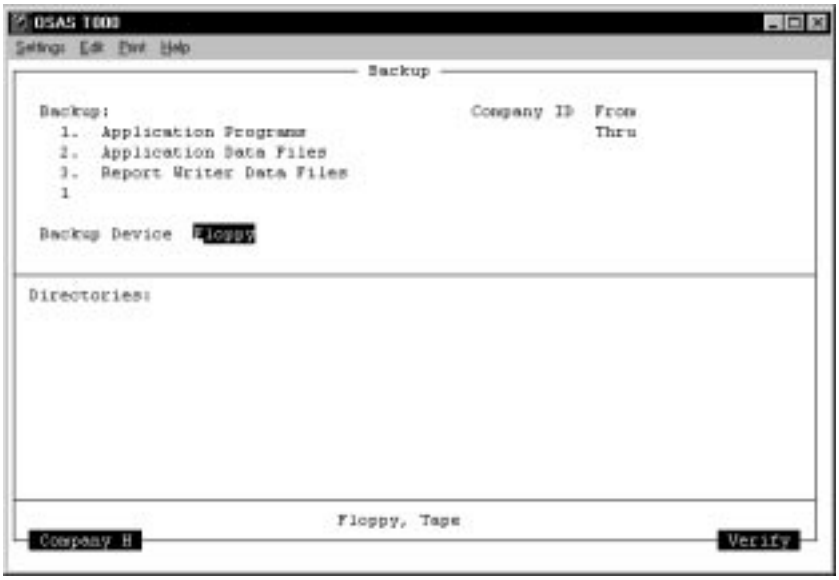
Reports

No report is associated with this function.

Screen Use

Screen	Description
Backup	Use the Backup screen to make your backup selections.

Backup Screen



Field Definitions

Field Name	Description
Backup	Select what you want to back up: application programs, application data files, or Report Writer files.
Company ID	Enter the range of companies whose data files you want to back up.
Backup Device	Select a backup device: floppy or tape.
Directories	The names of the directories appear in the lower part of the screen. You need a set of backup diskettes for each directory that is listed.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to exit to the Data File Maintenance menu.

Restore

Features

Use the Restore function on the Data File Maintenance menu only if you lose data or files because of an error or a hardware failure. When you restore files, you can select which application's files need to be restored; everything you select, including the data in other applications, is returned to the state it was in when the backup was made.

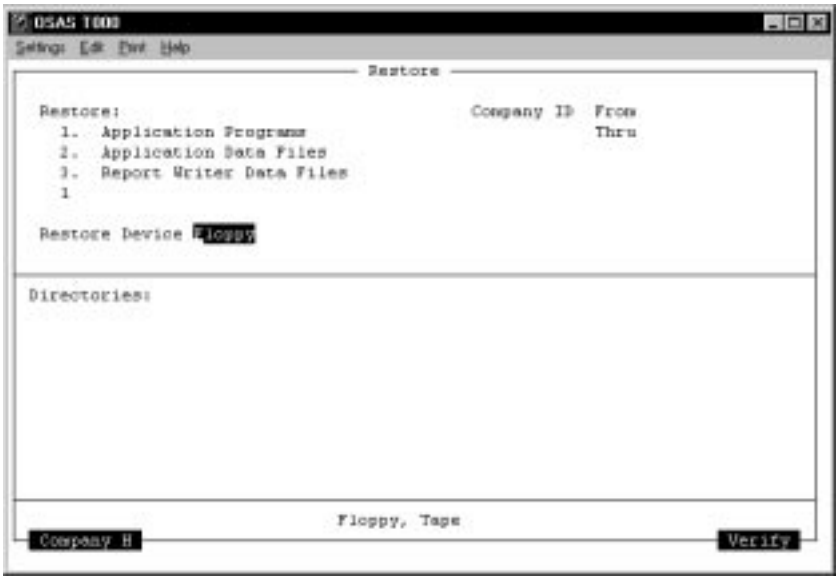
Reports

No report is associated with this function.

Screen Use

Screen	Description
Restore	Use the Restore screen to select the programs and files you want to restore.

Restore Screen



Field Definitions

Field Name	Description
Restore	Select what you want to restore: application programs, application data files, or Report Writer data files.
Restore Device	Select the restore device: floppy or tape.
Company ID	Enter the range of companies whose data files you want to restore.
Directories	The names of the directories appear in the lower part of the screen. You need a set of backup diskettes for each directory that is listed.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to exit to the Data File Maintenance menu.

Application Tables

Features

Use the Application Tables function on the Data File Maintenance menu to edit and view the tables used by any application.

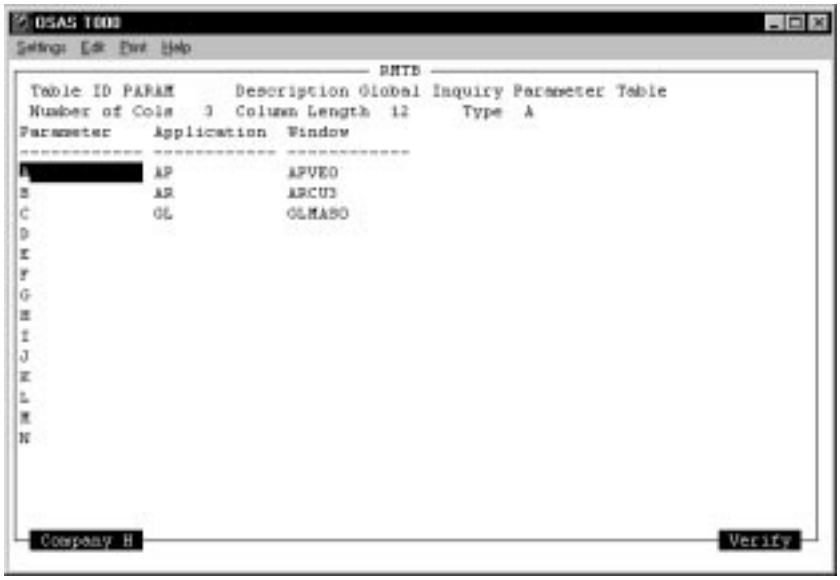
Reports

To produce a list of the information entered on the Tables screen, use the Tables List function.

Screen Use

Screen	Description
RMTB	Use the RMTB screen to add or change an application table.

Application Tables Screen



Field Definitions

Field Name	Description
Table ID	Enter the ID of table you want to add or change. To set up a company-specific table, enter the table ID plus the company ID. To set up a terminal-specific table, enter the table ID plus the terminal ID.
Copy From	This field appears if you entered a new table ID. Enter the ID of the table you want to copy from.
Description	Enter or change the description of the table.
Number of Cols	The number of columns in the table is displayed.
Column Length	The length of columns in the table is displayed.

Field Name	Description
Type	The type of character you can enter in the table is displayed: alphanumeric or numeric.
Parameter	Accept the displayed parameter, or enter a different parameter.
Application	Accept each displayed application ID, or enter a different ID on the appropriate line.
Window	Accept each displayed window ID, or enter a different ID on the appropriate line.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the Data File Maintenance menu.

Change File Size

Features

Use the Change File Size function on the Data File Maintenance menu to create a new file and copy the data from the old file into it. During this process, you can determine the type of file to create, the number of records it contains, and the size of the records in the file.

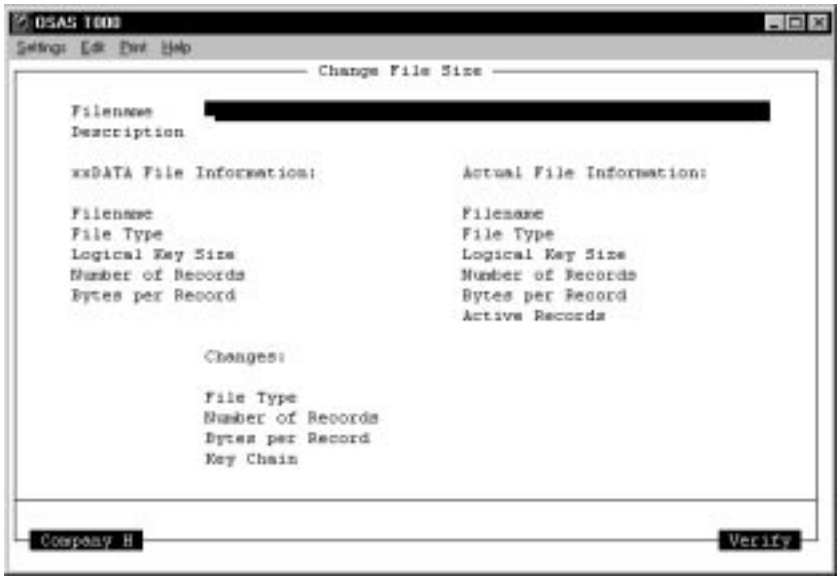
Reports

No report is associated with this function.

Screen Use

Screen	Description
Change File Size	Use the Change File Size screen to create or change a file.

Change File Size Screen



Field Definitions

Field Name	Description
Filename	Enter the name of the file you want to resize.
Description	The description of the file is displayed.
File Type	Enter **2** to create a keyed (direct) file or **6** to create an Mkeyed (multikeyed) file.
Number of Records	Enter the number of records you want in the new file. For a dynamically allocated Mkeyed file, enter **0**.
Bytes per Record	Enter the number of bytes to set aside for each record in the new file.
Key Chain	Enter the key chain number you want to copy the data by.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the Data File Maintenance menu.

View File Contents

Features

Use the View File Contents function on the Data File Maintenance menu to display information from a data file for a specified range of records.

Reports

No report is associated with this function.

Screen Use

Screen	Description
View File Contents	Use the View File Contents screen to select the file you want to view.

View File Contents Screen

Field Definitions

Field Name	Description
Filename	Enter the name of the file whose contents you want to view.
Description	The file description is displayed.
File Type	The file type is displayed.
Logical Key Size	The logical key size is displayed.
Number of records	The number of records is displayed.
Bytes per record	The number of bytes per record is displayed.
Active keys	The number of active keys is displayed.
Pick	Enter the index you want to view in the data, or enter **99** to view all keys.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to exit to the Data File Maintenance menu.

File Rebuild/Verify

Features

Use the File Rebuild/Verify function on the Data File Maintenance menu to rebuild your data files or to verify that they are still usable.

Reports

No report is associated with this function.

Screen Use

Screen	Description
File Rebuild/Verify	Use the File Rebuild/Verify screen to specify the file you want to rebuild or verify.

File Rebuild/Verify Screen

Field Definitions

Field Name	Description
File to Rebuild/Verify	Enter the name of the file you want to rebuild or verify.
Key to Rebuild	Accept the displayed key, or enter the key with the highest number of active records.
Replace original file with rebuilt file?	Enter **Y** to save the rebuilt file, or enter **N** to use the original file.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to exit to the Data File Maintenance menu.

Purge Data Records

Features

Use the Purge Data Records function on the Data File Maintenance menu to remove specific data records.

Contact your Open Systems client support representative for advice on the correct course of action for this function.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Purge Data Records	Use the Purge Data Records screen to select the file you want to remove.

Purge Data Records Screen

Field Definitions

Field Name	Description
Filename	Enter the name of the file to purge.
Description	The description of the file is displayed.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to exit to the Data File Maintenance menu.

System File Maintenance 6

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Application Information

Features

Use the Application Information function on the System File Maintenance menu to maintain the information about the applications on your system.

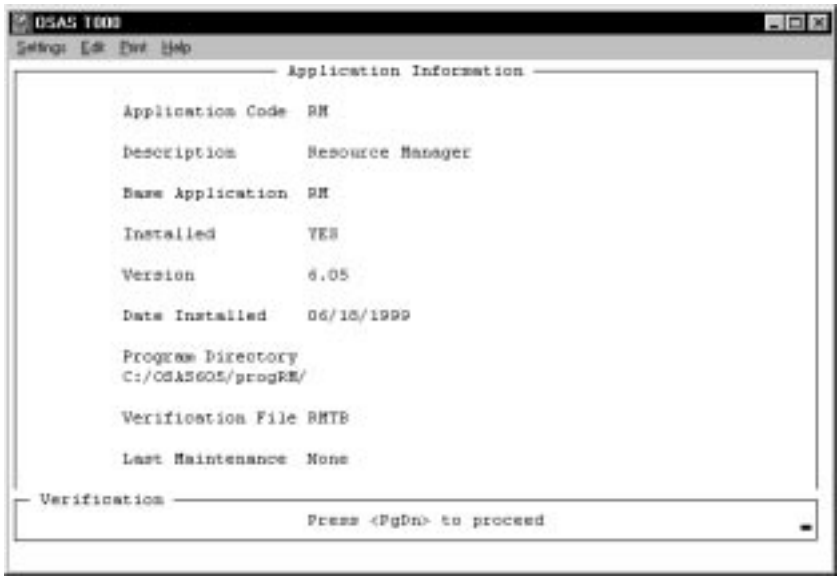
Reports

No report is associated with this function.

Screen Use

Screen	Description
Application Information	Use the Application Information screen to maintain the information about an application.

Application Information Screen



Field Definitions

Field Name	Description
Application Code	Enter the ID of the application you want to work with.
Description	Enter the description of the application.
Base Application	For a base application, leave this field blank. For an enhanced application, enter the application's identifier. For an add-on to an application, enter the ID of the base application.
Installed	If the application is not installed, enter **N**. If the application is installed, enter **Y**.
Version	Enter the version number of the application. The version number protects against the installation of an earlier version of the software.

Field Name	Description
Date Installed	Enter the date the application was installed on the system.
Program Directory	Enter the directory that contains the programs for the application.
Verification File	Enter the name of the file used to verify that the application is installed for a company. If the file name changes, depending on the company involved, add a lowercase *x* in place of the company ID.
Last Maintenance	Displays the date of the last maintenance operation performed for the application.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the System File Maintenance menu.

Directories

Features

Use the Directories function on the System File Maintenance menu to add data directories to those that were established when Resource Manager was installed, and to change the directories used by OSAS programs, data files, Report Writer files, sample data, and utilities.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Directories	Use the Directories screen to add data directories.

Directories Screen

Field Definitions

Field Name	Description
Install	Press **Enter** if you want to copy the Resource Manager and other application files from the displayed drive, or enter the letter for the diskette or tape drive you are copying the Resource Manager and other application files from.
Program	Press **Enter** if the displayed directory will contain the program subdirectories, or change it.
Data 1/Data 2/Data 3	For each line, press **Enter** if the displayed directory is the one you will use for data files, or change it.
System Files	Enter the path to the directory where the system files are stored.

Field Name	Description
Report Writer	Press **Enter** if the displayed directory is for the Report Writer data files, or change it.
Sample Data	Press **Enter** if the displayed directory will contain the sample data, or change it.
Utils	Enter the name of the directory where your utility files will be stored. This directory is available in both live and sample data.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the System File Maintenance menu.

Menus

Features

Use the Menus function on the System File Maintenance menu to change the menus for any application that is installed for the company you selected at the Main menu. You can change the order of the selections on the menu, add descriptive information to a menu, or add other BB^{x}-compatible programs to a menu.

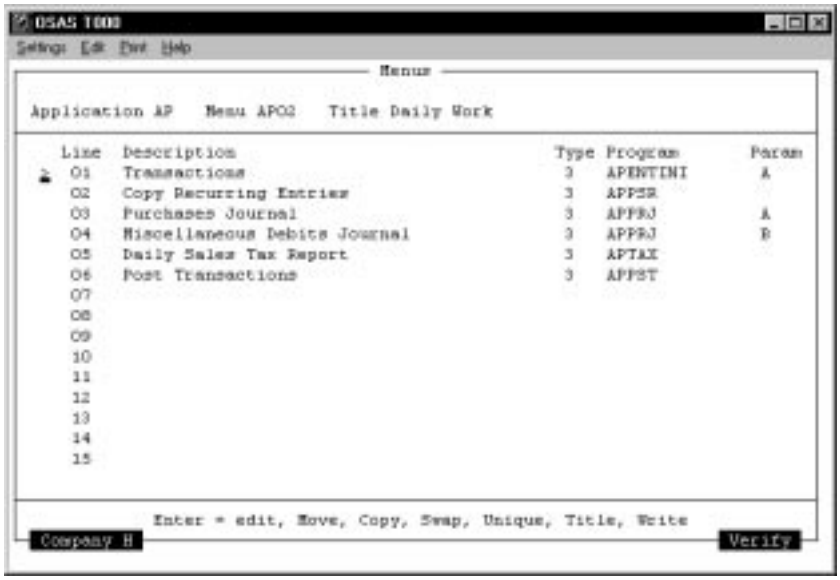
Reports

To produce a list of the information entered on the Menus screen, use the Menu List function.

Screen Use

Screen	Description
Menus	Use the Menus screen to add or change an application's menu.

Menus Screen



Field Definitions

Field Name	Description
Application	Enter the ID of the application whose menus you want to change; leave the field blank to edit a company's Main menu; or enter **OS** to change the Other Commands menu, which is displayed when you use the **Other** (**F4**) command.
Menu	Enter the name of the menu you want to change.
Title	Enter the title for the menu.
Line	The number of the line on the menu item is displayed.
Description	Enter the description you want on the menu. It can be the name of another menu, a function, or a descriptive line.

Field Name	Description
Type	Enter one of these codes to indicate what type of line it is: **0** = comment - descriptive information only **1** = menu file - uses different menu file when selected **2** = menu record - uses different menu file from the current file **3** = run - executes an application program **4** = call - executes a public program **5** = scall - executes an operating system command **6** = info - executes a public program directly **7** = EIS - displays an EIS dashboard **8** = RW Rpt - displays a GENERAL Report Writer report
Program	Enter the program name, menu filename, menu record name, or operating system command to execute; or if you selected type 0, press **Enter**.
Param	Enter a parameter for the menu selection. If you selected type 0 for the line or if you do not need a parameter, press **Enter**.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt (>) to the line you want to edit and press **Enter**.
Move	Press **M** to move the line to a new location.
Copy	Press **C** to copy the line to another line.
Swap	Press **S** to swap the position of a line with another line.
Unique	Press **U** to create or remove unique menu items.
Title	Press **T** to go back to the Title field.
Write	Press **W** to write (save) the line you changed.

Saving and Exiting

To save your entries and exit to the System File Maintenance menu, use the **Write** (**W**) command, followed by the **Exit** (**F7**) command.

Favorites Menus

Features

The Favorites menu allows you to build your own menu of the functions and submenus you use most. You create the Favorites menu automatically by using the **Add to Favorites (F10)** command on the menu.

Use this function to modify the Favorites menu that is created automatically. For example, you might group some Favorites together into a submenu.

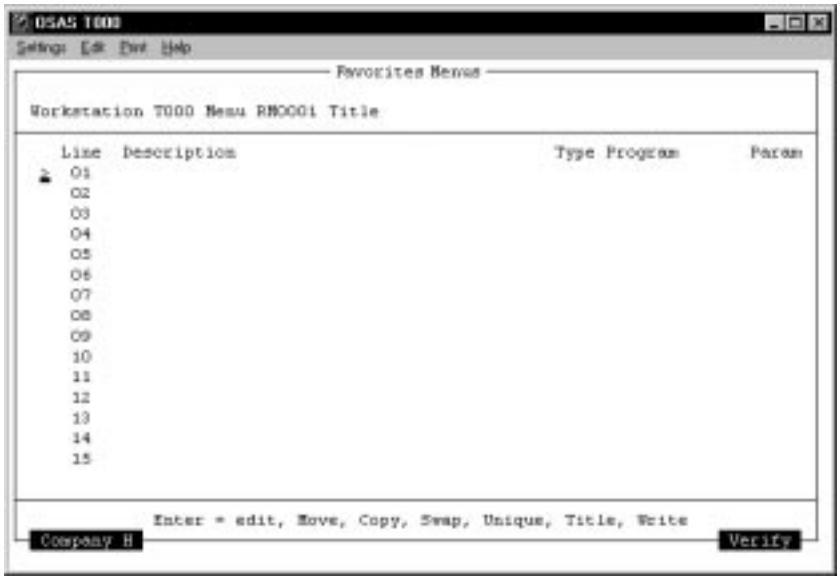
Reports

No report is associated with this function.

Screen Use

Screen	Description
Favorites	The Favorites screen allows you to modify your Favorites menu.

Favorites Screen



Field Definitions

Field Name	Description
Workstation	Enter the Workstation ID you want to work with.
Menu	Enter the name of the menu you want to change.
Title	Enter the title of the menu.
Line	The number of the line on the menu.
Description	Enter the description you want on the menu. It can be the name of another menu, a function, or a descriptive line.

Field Name	Description
Type	Enter one of these codes to indicate what type of line it is: **0** = comment - descriptive information only **1** = menu file - uses different menu file when selected **2** = menu record - uses different menu file from the current file **3** = run - executes an application program **4** = call - executes a public program **5** = scall - executes an operating system command **6** = info - executes a public program directly **7** = EIS - displays an EIS dashboard **8** = RW Rpt - displays a GENERAL Report Writer report
Program	Enter the program name, menu filename, menu record name, or operating system command to execute; or if you selected type 0, press **Enter**.
Param	Enter a parameter for the menu selection. If you selected type 0 for the line or if you do not need a parameter, press **Enter**.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt (>) to the line you want to edit and press **Enter**.
Move	Press **M** to move the line to a new location.
Copy	Press **C** to copy the line to another line.
Swap	Press **S** to swap the position of a line with another line.
Unique	Press **U** to create or remove unique menu items.
Title	Press **T** to go back to the Title field.
Write	Press **W** to write (save) the line you changed.

Saving and Exiting

To save your entries and exit to the System File Maintenance menu, use the **Write** (**W**) command, followed by the **Exit** (**F7**) command.

Inquiry Window Definitions

Features

Use the Inquiry Window Definitions function on the System File Maintenance menu to maintain the windows that appear when you use the **Inquiry** (**F2**) command. Although the inquiry windows are already set up for you, you can change the size of the window, modify data and headings, or add a window.

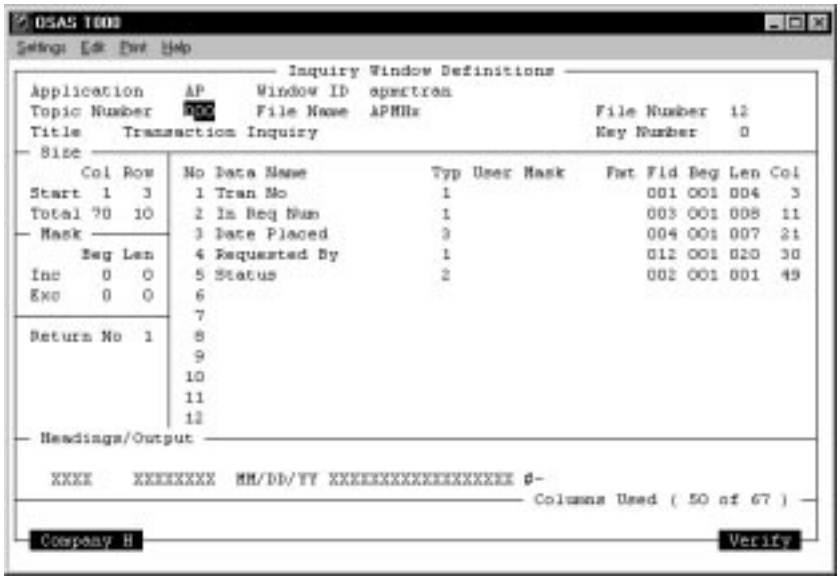
Reports

No report is associated with this function.

Screen Use

Screen	Description
Inquiry Window Definitions	Use the Inquiry Window Definitions screen to maintain inquiry windows.

Inquiry Window Definitions Screen



Field Definitions

Field Name	Description
Application	Enter the ID of the application whose windows you want to change.
Window ID	Enter the ID of the window you want to add or change. The data on file for the window appears.
Copy From	This field appears if you entered a new window ID. Enter the ID of the window you want to copy.
Topic Number	Enter the topic number of the data file to be displayed.
File Name	Enter the name of the data file to be displayed in the window.
File Number	Enter the channel number to use for the data file.
Title	Enter the title that you want to appear in the window.

Field Name	Description
Key Number	Enter a sort key number for the filename you entered in the File Name field.
Start Col	Enter the number that corresponds to the screen column where you want the window to start.
Start Row	Enter the number that corresponds to the screen row where you want the window to start.
Total Col	Enter the number of screen columns in the width of the window. The starting column plus the number of screen columns you enter must be less than 80.
Total Row	Enter the number of screen rows in the length of the window. The length of the window plus the starting row must be less than 25.
Inc Beg/Len	Enter the position of the key where the inclusion mask begins. Then enter the length of the inclusion mask.
Exc Beg/Len	Enter the position of the key where the exclusion mask begins. Then enter the length of the exclusion mask.
Return No	Enter the number of the data name you want to return to the calling program.
Data Name	If you are using a Report Writer topic number, enter the data name as it appears in the dictionary for the topic. You can enter only a file definition type or a noncross-referenced math definition type. If you are not using a Report Writer topic number, enter a name for the field for reference only.
Typ	Enter the data type for the Data Name field: **1** to display characters **2** to display numbers **3** to display dates **4** to display telephone numbers **5** to display social security numbers

Field Name	Description
User Mask	Enter the company-defined user mask you want to use for the field.
Fmt	Enter a code that identifies the way the data should be formatted. Use any combination of these characters: **$** format as a dollar amount (defaults to two decimal places)**,** format with commas inserted where necessary **1**-**7** format with the specified number of decimal places **Z** format to display totals of zero when applicable
Fld	Enter the number of the data name's field in the record.
Beg/Len	Enter the character in the field to begin at and the length of the data.
Col	Enter the number of the first column to display the data.
Headings/Output	Enter the column headings as you want them to appear. (Do not press **Enter** until you have entered all the column headings.) The number of characters you can enter is determined by the width of the window.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the System File Maintenance menu.

Global Inquiry Definitions

Features

A Global Inquiry window consolidates and displays information from other applications. These windows are valuable if you are in the middle of an application and need information from a different application but do not want to back out from entering a transaction.

Use the Global Inquiry Definitions function on the System File Maintenance menu to design, edit, or delete windows.

Reports

To produce a list of the information entered on the Global Inquiry Definitions screen, use the Global Inquiry Window List function.

Screen Use

Screen	Description
Global Inquiry Definitions	Use the Global Inquiry Definitions screen to select the window you want to define or change.
Global Inquiry Definitions General Information	Use the General Information screen to view, add, or edit information about the source of the window data.
Global Inquiry Summary Fields	Use the Summary Fields screen to establish and update information displayed in the window's header fields.
Global Inquiry Data Columns	Use the Data Columns screen to establish and update information about which data is displayed in the window.
Global Inquiry Definitions Global Links	Use the Global Links screen to establish and update information about which window IDs you want to link to the window ID.

Global Inquiry Definitions Screen

Field Definitions

Field Name	Description
Global Inquiry Window ID	Enter the ID of the Global Inquiry window you want to define or change.
Copy From	This field appears if you entered a new window ID. Enter the ID of the window you want to copy.
Window Title	Accept the title of the displayed window, or enter a different title.
Do You Want To Change	If you want to enter or change general information, summary fields, data columns, or global inquiry links, enter **Y** in the appropriate fields; if not, enter **N**.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the System File Maintenance menu.

Global Inquiry Definitions General Information Screen

Field Definitions

Field Name	Description
Window ID	Enter the ID of the Global Inquiry window you want to define or change.
Title	Accept the title of the displayed window, or enter a different title.
File Name	Enter the name of the central file for the window. If the file is company-specific, put a lowercase *x* after the name of the file.
Topic Number	Accept the displayed topic number, or enter a different topic number to use for the data file you specified.
File #	Accept the displayed file number, or enter the file number to use for the data file you specified.

Field Name	Description
# Flds	Accept the displayed number of fields, or enter the number of fields that the file you specified holds.
Key #	Enter the key number that you want to use for the data files you selected.
Key Len	Accept the displayed number, or enter the length of the key number associated with the selected data file.
Inclusion Mask Begin/ Length	Enter the position of the key where the segment of the inclusion mask begins. Then enter the length of the inclusion mask.
Exclusion Mask Begin/ Length	Enter the position of the key where the exclusion mask begins. Then enter the length of the exclusion mask.
Label	Enter the label that identifies the key segment to be entered when you use the **Search** (**Insert**) command, or leave the field blank to disable the **Search** command.
Position	Enter the position in the key number where the search label is found.
Length	Enter the length in the **Search** command where the Search definition begins.

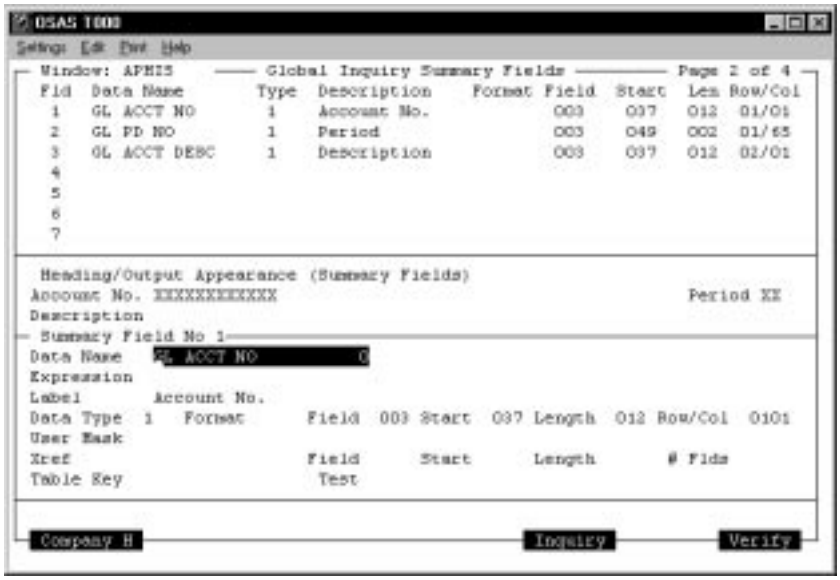
Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the System File Maintenance menu.

Global Inquiry Summary Fields Screen


OSAS T000
Settings Edit Font Help
Window: APEI5 Global Inquiry Summary Fields Page 2 of 4
Fld Data Name Type Description Format Field Start Len Row/Col
1 GL ACCT NO 1 Account No. 003 037 012 01/01
2 GL PD NO 1 Period 003 049 002 01/65
3 GL ACCT DESC 1 Description 003 037 012 02/01
4
5
6
7
Heading/Output Appearance (Summary Fields)
Account No. XXXXXXXXXXX Period XX
Description
Summary Field No 1
Data Name GL ACCT NO C
Expression
Label Account No.
Data Type 1 Format Field 003 Start 037 Length 012 Row/Col 0101
User Mask
Xref Field Start Length # Flds
Table Key Test
Company H Inquiry Verify

Field Definitions

Field Name	Description
Fld	The field number is displayed. Use the **Tab** key to scroll down through the screens.
Data Name	The data name is displayed.
Type	The type is displayed.
Description	The description is displayed.
Format	The format is displayed.
Field	The field is displayed.
Start	The start position is displayed.
Len	The length is displayed.

Field Name	Description
Row/Col	The row/column position is displayed.
Customer ID	The customer ID is displayed.
Address	The customer address is displayed.
Cust Name	The customer name is displayed.
Data Name	Accept the displayed name for the field, enter a different name, or blank out the field if you want to enter a mathematical statement on the next line.
Expression	Enter a statement by using the Global Inquiry shorthand method or by stating valid mathematical expressions.
Label	Accept the displayed label for the field, enter a different label, or blank out the field.
Data Type	Accept the displayed data type, or enter a different value: **1** alphanumeric values **2** numeric values **3** date values **4** social security number values
Format	The format is displayed.
Field	The field is displayed.
Start	The start position is displayed.
Length	The field length is displayed.
Row/Col	Enter the row/column where you want the field to begin.
User Mask	Enter the company-defined user mask you want to use for the field.
Xref	Enter the name of the cross-reference file whose data you want to access. If the file is company-specific, put lowercase *xxx* after the name of the file.
Field	Enter the position of the field in the record of the specified file.

Field Name	Description
Start	For alphanumeric fields, enter the first character position in the field that you want to be displayed. For other field types, leave this field blank.
Length	For alphanumeric fields, enter the length of the data. For numeric fields, enter the number of digits to the left of the decimal place that you want to be displayed. For other field types, leave this field blank.
# Flds	Accept the displayed value, or enter the number of fields in the cross-reference file.
Table Key	If the field refers to a table for the appropriate value, enter the coordinate of the record in the table you want to access; if it does not, leave it blank.
Test	For a self-join field, enter an expression for the value needed to access the correct key. For self-join fields, the number is always **1**. For a cross-reference-by-table field, enter the row/column reference in the format R*xx*C*yy*.

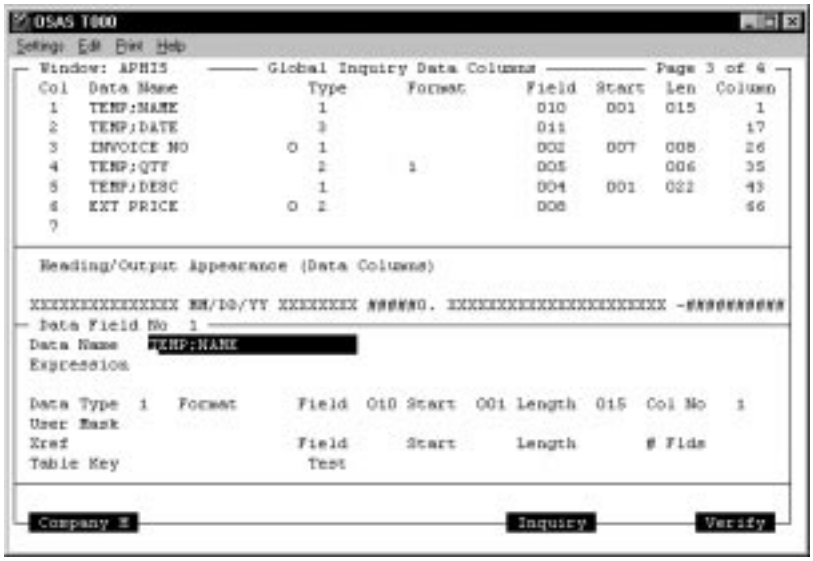
Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the System File Maintenance menu.

Global Inquiry Data Columns Screen


OSAS T000
Settings Edit Print Help
Window: APH15 Global Inquiry Data Columns Page 3 of 4
Col Data Name Type Format Field Start Len Column
1 TEMP:NAME 1 010 001 015 1
2 TEMP:DATE 3 011 17
3 INVOICE NO O 1 002 007 008 26
4 TEMP:QTY 2 1 005 006 35
5 TEMP:DESC 1 004 001 022 43
6 EXT PRICE O 2 008 66
7
Heading/Output Appearance (Data Columns)
XXXXXXXXXXXXXX MM/DD/YY XXXXXXXX ######0. XXXXXXXXXXXXXXXXXXXXX -##########
Data Field No 1
Data Name TEMP:NAME
Expression
Data Type 1 Format Field 010 Start 001 Length 015 Col No 1
User Mask
Xref Field Start Length # Flds
Table Key Test
Company # Inquiry Verify

Field Definitions

Field Name	Description
Col	The column is displayed.
Data Name	The data name is displayed.
Type	The type is displayed.
Format	The format is displayed.
Field	The field is displayed.
Start	The start position is displayed.
Len	The field length is displayed.
Column	The column number is displayed.
Invoice	The invoice is displayed.

Field Name	Description
Date	The date is displayed.
Item No.	The item number is displayed.
Description	The description is displayed.
Salesord	The sales order is displayed.
Qty	The quality is displayed.
Ext Price	The external price is displayed.
Data Name	Accept the displayed name for the field, enter a different name, or blank out the field if you want to enter a mathematical statement on the next line.
Expression	Enter a statement by using the Global Inquiry shorthand method or by stating valid mathematical expressions.
Data Type	Accept the displayed data type, or enter a different value: **1** alphanumeric values **2** numeric values **3** date values **4** social security number values
Format	The format is displayed.
Field	Enter the position of the field in the record of the file that you specified.
Start	For alphanumeric fields, enter the first character position in the field that you want to be displayed. For cross-reference fields, enter the first character position of the linking field. For numeric, data, or social security number fields, leave this field blank.
Length	For alphanumeric fields, enter the length of the data that you want to display. For cross-reference fields, enter the length of the linking field. For numeric fields, enter the number of digits to the left of the decimal place that you want to be displayed.
Col No	Enter the column where you want to begin displaying the field.

Field Name	Description
User Mask	Enter the company-defined user mask you want to use for the field.
Xref	Enter the name of the cross-reference file whose data you want to access. If the file is company-specific, put lowercase *xxx* after the name of the file.
Field	Enter the position of the field in the record of the specified file.
Start	For alphanumeric fields, enter the first character position in the field that you want to be displayed. For other field types, leave this field blank.
Length	For alphanumeric fields, enter the length of the data. For numeric fields, enter the number of digits to the left of the decimal place that you want to be displayed. For other field types, leave this field blank.
# Flds	Accept the value specified in the xxTOP file, or enter the number of fields in the cross-reference file.
Table Key	If the field refers to a table for the appropriate value, enter the coordinate of the record in the table you want to access; if it does not, leave it blank.
Test	For a self-join field, enter an expression for the value needed to access the correct key. For self-join fields, the number is always **1**. For a cross-reference-by-table field, enter the row/column reference in the format R*xx*C*yy*.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the System File Maintenance menu.

Global Inquiry Definitions Global Links Screen

Field Definitions

Field Name	Description
Label	The label is displayed.
Wind ID	The window ID is displayed.
Define By	How the screen is defined is displayed.
Fld/Pos/Val	The field/position/value is displayed.
Beg	The beginning position is displayed.
Len	The length is displayed.
KeyPos	The key position is displayed.
Switch/Output Appearance	The switch/output appearance is displayed.

Field Name	Description
Switch Label	Accept the label that is displayed for the Global Inquiry link, or enter a different label.
Window ID	Accept the displayed window ID, or enter the ID you want to link the window to.
Define by	Enter **FIL** if the segment to be sent is in the central file. Enter **LIN** if the segment is defined as a field in the data section of the window. Enter **SUM** if the segment is defined as a field in the summary section of the window. Enter **VAL** if a user-defined literal value is to be sent.
Fld/Pos/Val	Enter the position of the field in the file list to be accessed.
Start	Enter the first character position in the field that you want to send to the next window.
Length	Enter the length of the field.
Position in Key	Enter the position that the data segment being sent is to occupy in the key used in the connecting window.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the System File Maintenance menu.

Help Screens

Features

Use the Help Screens function on the System File Maintenance menu to customize an application's help screens.

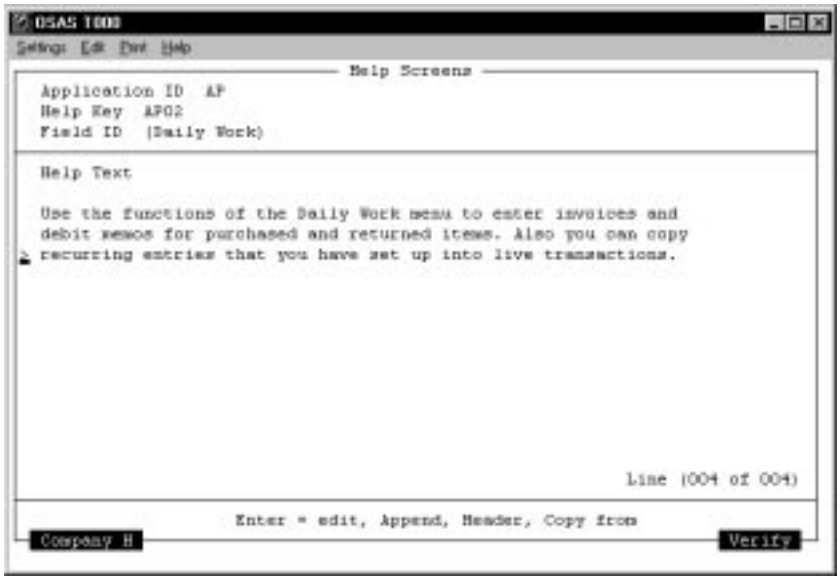
Reports

No report is associated with this function.

Screen Use

Screen	Description
Help Screens	Use the Help Screens screen to add or change help for a field.

Help Screens Screen


OSAS T000
Settings Edit Print Help
Help Screens
Application ID AP
Help Key APO2
Field ID (Daily Work)
Help Text
Use the functions of the Daily Work menu to enter invoices and
debit memos for purchased and returned items. Also you can copy
recurring entries that you have set up into live transactions.
Line (004 of 004)
Enter = edit, Append, Header, Copy from
Company H
Verify

Field Definitions

Field Name	Description
Application ID	Enter the ID of the application whose help screens you want to add or edit.
Help Key	Select the Help key of the help screen you want to change from the inquiry window.
Field ID	Enter the ID of the field, or accept the displayed field ID.

System Messages

Features

Use the System Messages function on the System File Maintenance menu to change or add system messages in any application.

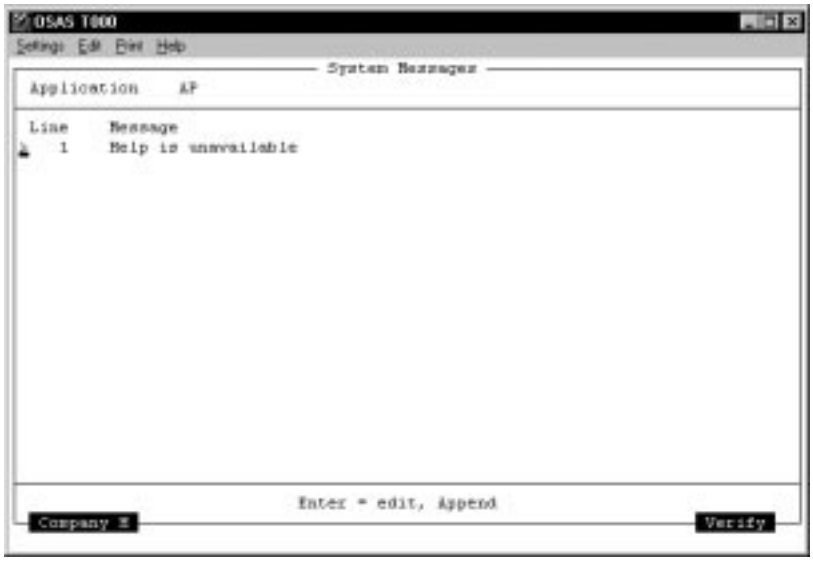
Reports

No report is associated with this function.

Screen Use

Screen	Description
System Messages	Use the System Messages screen to add, change or view system messages for an application.

System Messages Screen



Field Definitions

Field Name	Description
Application	Enter the ID of the application whose system messages you want to add, view, or edit.
Line	The system message line number is displayed.
Message	The system message text is displayed.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt (>) to the line you want to edit and press **Enter**
Append	Press **A** to add a system message line.

Saving and Exiting

Uuse the **Proceed** (**PgDn**) command to save your entries and exit to the System File Maintenance menu.

Backup/Restore Commands

Features

Use the Backup/Restore Commands function on the System File Maintenance menu to customize your backup and restore commands.

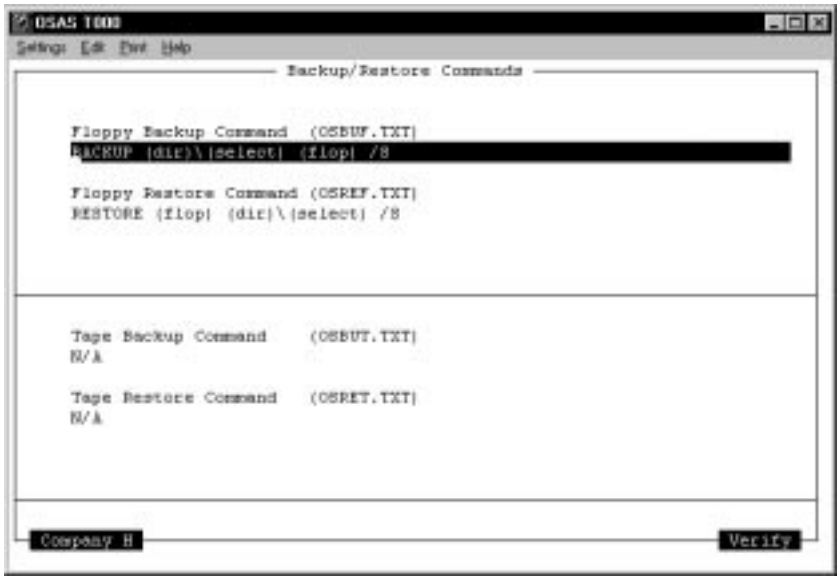
Reports

To produce a list of the information entered on the Backup/Restore Commands screen, use the Backup/Restore Commands List function.

Screen Use

Screen	Description
Backup/Restore Commands	Use the Backup/Restore Commands screen to customize the backup and restore commands for your system.

Backup/Restore Commands Screen



Field Definitions

Field Name	Description
Floppy Backup Command	Enter a floppy backup command, or accept the displayed command.
Floppy Restore Command	Enter a floppy restore command, or accept the displayed command.
Tape Backup Command	Enter a tape backup command, or accept the displayed command.
Tape Restore Command	Enter a tape restore command, or accept the displayed command.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the System File Maintenance menu.

Form Codes

Features

Use the Form Codes function on the System File Maintenance menu to set up and maintain codes for the forms you use in the OSAS applications you have installed.

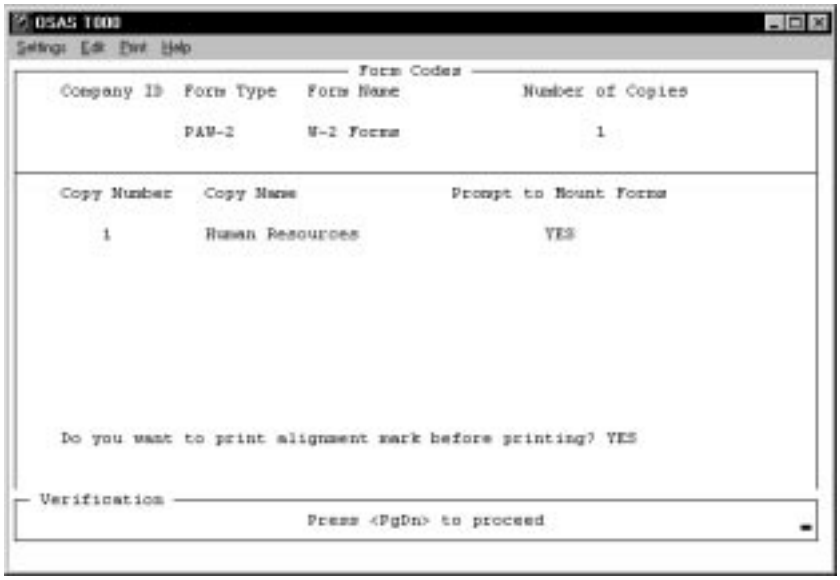
Reports

No report is associated with this function.

Screen Use

Screen	Description
Form Codes	Use the Form Codes screen to set up form types and to specify the number of copies to print, along with the names you want to appear on the copies.

Form Codes Screen


OSAS T000
Settings Edit Print Help
Form Codes
Company ID Form Type Form Name Number of Copies
PAY-2 W-2 Forms 1
Copy Number Copy Name Prompt to Mount Forms
1 Human Resources YES
Do you want to print alignment mark before printing? YES
Verification
Press <PgDn> to proceed

Field Definitions

Field Name	Description
Company ID	Enter the ID of the company you want to set up the form for. **Note:** You must set up a form type that is not company-specific before you can set up a company-specific form type.
Form Type	Enter the form type you want to set up or change.
Form Name	Enter the name for the form.
Number of Copies	Enter the number of copies you want to print for the form.
Copy Number	The copy number is displayed. The number of lines displayed corresponds to the number you entered in the Number of Copies field.

Field Name	Description
Copy Name	For each copy number, enter the copy name you want to print on the corresponding form copy.
Prompt to Mount Forms	If you want the system to prompt you to load forms into the printer, enter **Y**; if not, enter **N**.
Do you want to print alignment mark before printing?	If you want an alignment mark to be printed before proceeding to print the forms, enter **Y**; if not, enter **N**.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the System File Maintenance menu.

Form Printers

Features

Use the Form Printers function on the System File Maintenance menu to set up default printers for form types.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Form Printers	Use the Form Printers screen to add or change the printer information for form types.

Form Printers Screen

Field Definitions

Field Name	Description
Form Type	Enter the form type you want to set up default printers for.
Company ID	If the form type is company-specific, enter the company ID for the form type.
Workstation ID	If the form type is for a specific workstation, enter the workstation ID for the form type.
Printer ID	Enter the printer ID for the form type. You can select only from the printers that are set up in the Resource Manager Devices function.
Printer Name	The printer name is displayed.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt (>) to the line you want to edit and press **Enter**.
Append	Press **A** to add a form type.

Saving and Exiting

To exit to the System File Maintenance menu, use the **Exit** (**F7**) command.

Support Information

Features

Use the Support Information function on the System File Maintenance menu to enter the information that appears on the Other Commands Support Information screen.

You can also access this function by pressing **Shift + F3** when a Basic Error window appears.

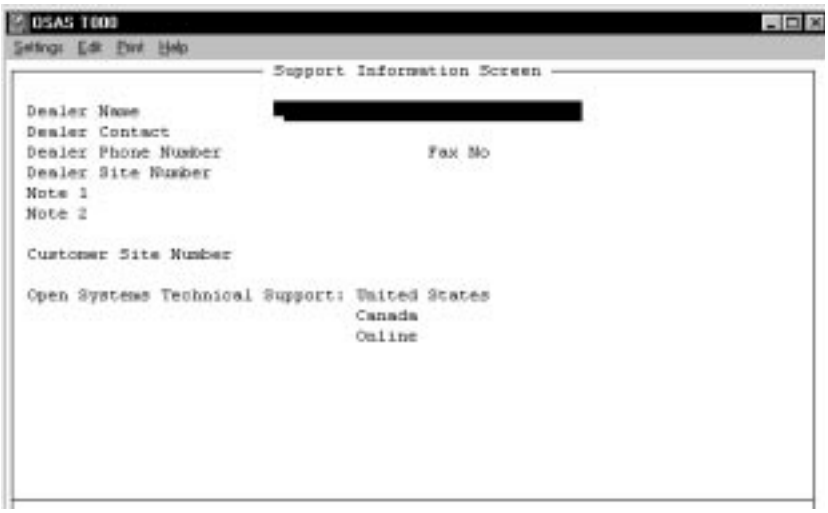
Reports

No report is associated with this function.

Screen Use

Screen	Description
Support Information	Use the Support Information screen to enter information about your dealer, site number, and phone numbers for technical support.

Support Information Screen



Field Definitions

Field Name	Description
Dealer Name	Enter your dealer's company name.
Dealer Contact	Enter the name of your contact person at the dealer.
Dealer Phone Number	Enter your dealer's phone number.
Fax No	Enter your dealer's fax number.
Dealer Site Number	Enter the dealer's site number.
Note 1/Note 2	You can enter two notes.
Customer Site Number	Enter your site number.
Open Systems Technical Support	Enter the United States or Canadian phone number you call for technical support.

Field Name	Description
Online	If you have online help available and you want to display the command for the service vendor, enter the information.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the System File Maintenance menu.

User Login Activity

Features

Use the User Login Activity function on the Information Inquiry menu to view which OSAS functions are in use and the last menu option accessed by users.

Reports

No report is associated with this function.

Screen Use

Screen	Description
User Login Activity	Use the User Login Activity screen to view OSAS user activity and select how you want the information to be displayed.

User Login Activity

OSAS T030
Settings Edit Font Help
User Login Activity
User ID Term AP Menu Selection Time Date
T010 Exited from OSAS 08:37A 08/26/1999
T020 Exited from OSAS 08:37A 08/26/1999
T030 RM User Login Activity 08:38A 08/26/1999
Sort by: Terminal ID
Refresh, Sort, View detail
Company H
Verify

Field Definitions

Field Name	Description
User ID	The user ID is displayed.
Term	The terminal number for the user is displayed.
AP	The ID of the application the user is accessing is displayed.
Menu Selection	The menu selection the user is accessing is displayed.
Time	The time the user accessed the menu selection is displayed.
Date	The date of the activity is displayed.

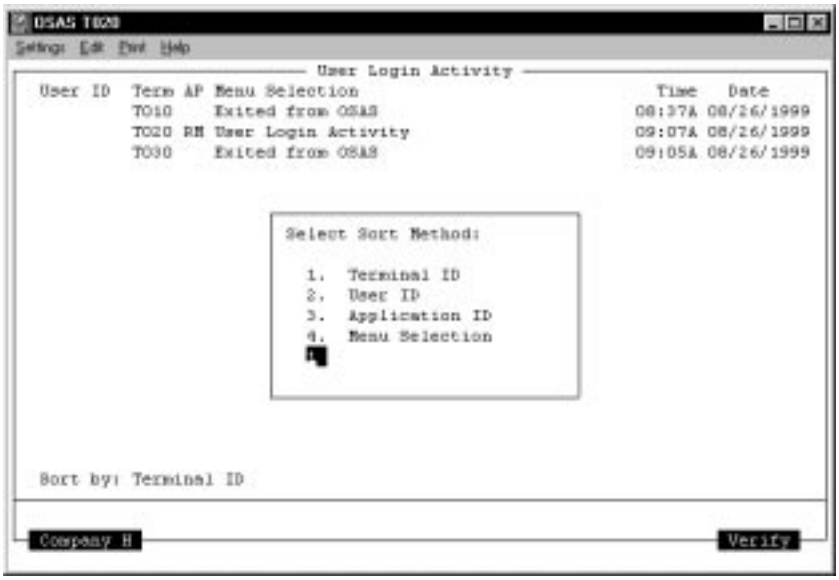
Command Bar Definitions

Command	Description
T	Toggle between the menu name and the file name
S	Change the order in which the users appear on the screen. Select a new sort order from the list that appears (see page 6-62)
G	Go to a new position in the list of users
V	View the detailed information for this user
R	Refresh the information on the screen

Saving and Exiting

To exit to the Information Inquiry menu, use the **Exit** (**F7**) command.

Sort File Menu



Field Definitions

Field Name	Description
Select Sort Method	Enter **1** if you want to sort by terminal ID; **2** to sort alphabetically by user ID; **3** to sort by application ID; or **4** to sort by menu selection.

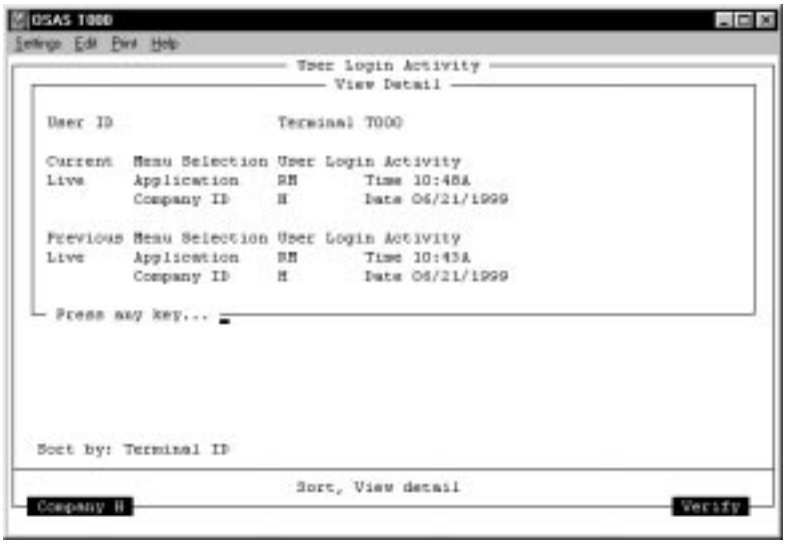
Command Bar Definitions

This window has no command bar.

Saving and Exiting

To exit to the User Login Activity screen, use the **Exit** (**F7**) command.

View Detail screen



Field Definitions

Field Name	Description
User ID	The current User ID is displayed.
Terminal	The current Terminal ID is displayed.
Current/Previous	Displays whether the user is using Live or Sample data in this function.
Menu Selection	The name of the menu selection is displayed.
Company ID	The Company ID for the selection is displayed.

Command Bar Definitions

This window has no command bar.

Saving and Exiting

To exit to the User Login Activity screen, press any key.

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Top 10 Vendors	7-35

Introduction

This chapter explains the features and uses of predefined EIS Dashboards to analyze information about various accounts and functions within your OPEN SYSTEMS' Accounting Software. The predefined Dashboards are designed to display quickly the exact information you need without entering multiple applications.

An EIS Dashboard is a screen that displays several fields and associated values. Normally the EIS Dashboard shows related fields.

Use the EIS Dashboard function to do several tasks:

- Redisplay the value of the fields on a screen in case another user on a network recalculates the fields while you are viewing it.
- Recalculate the value of a field or all fields on a screen.
- Set up initial parameters that determine which values will be displayed on the screen.
- Change a fields's definition.
- View detailed information about a field (the field ID, description, and mask; the last updated time, date, and user; and the status of the field).
- Configure or edit the screen's definition.
- Load a new EIS Dashboard.
- Load an EIS Dashboard that was saved in history.

Company Summary

Function

The Company Summary dashboard provides a snapshot of key financial information.

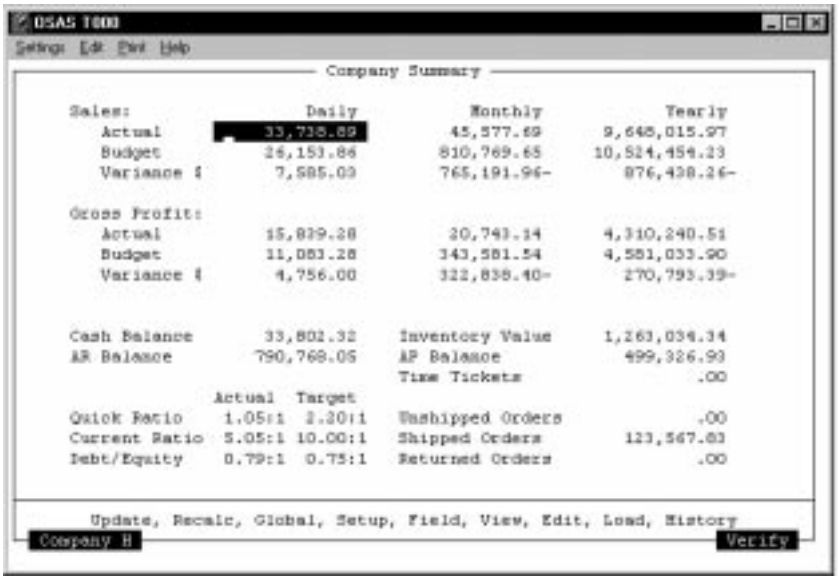
Reports

No report is associated with this function.

Screen Use

Screen	Description
EIS Dashboard	An EIS Dashboard is a screen that displays several fields and associated values.

Company Summary Screen


OSAS T800
Settings Edit Print Help
Company Summary
Sales: Daily Monthly Yearly
Actual 33,726.89 45,577.69 9,648,015.97
Budget 26,153.86 810,769.65 10,524,454.23
Variance $ 7,585.03 765,191.96- 876,438.26-
Gross Profit:
Actual 15,839.28 20,743.14 4,310,240.51
Budget 11,083.28 343,581.54 4,581,033.90
Variance $ 4,756.00 322,838.40- 270,793.39-
Cash Balance 33,802.32 Inventory Value 1,263,034.34
AR Balance 790,768.05 AP Balance 499,326.93
Time Tickets .00
Actual Target
Quick Ratio 1.05:1 2.20:1 Unshipped Orders .00
Current Ratio 5.05:1 10.00:1 Shipped Orders 123,567.83
Debt/Equity 0.79:1 0.75:1 Returned Orders .00
Update, Recalc, Global, Setup, Field, View, Edit, Load, History
Company H
Verify

Command Bar Definitions

Command	Description
Update	Press **U** to update the information in the fields when used on a network.
Recalc	Press **R** to recalculate a field so that you have the latest information.
Global	Press **G** to recalculate all the fields on the screen for the latest information.
Setup	Press **S** to display information within a range.
Field	Press **F** to change the definition of the field.
View	Press **V** to view information about how the highlighted field was built and what values it was designed to produce.

Command	Description
Edit	Press **E** to reconfigure the EIS Dashboard you are on.
Load	Press **L** to load a different EIS Dashboard.
History	Press **H** to display the EIS Dashboard using saved field history from a different date.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the EIS Dashboard menu.

Cash Requirements Forecast

Function

The Cash Requirements Forecast dashboard provides cashflow projections.

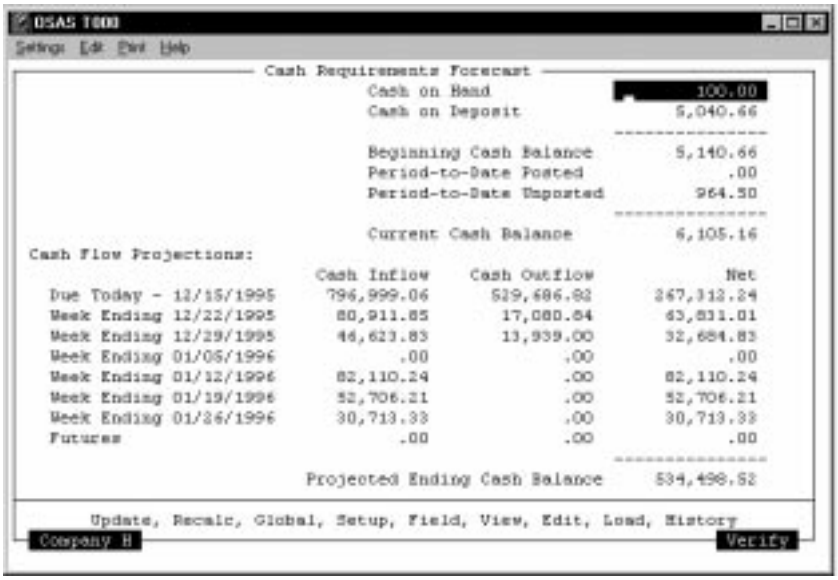
Reports

No report is associated with this function.

Screen Use

Screen	Description
Cash Requirements Forecast	An EIS Dashboard is a screen that displays several fields and associated values.

Cash Requirements Forecast Screen


OSAS 1000
Settings Edit Print Help
Cash Requirements Forecast
Cash on Hand 100.00
Cash on Deposit 5,040.66
Beginning Cash Balance 5,140.66
Period-to-Date Posted .00
Period-to-Date Unposted 964.50
Current Cash Balance 6,105.16
Cash Flow Projections:
Cash Inflow Cash Outflow Net
Due Today - 12/15/1995 796,999.06 529,686.82 267,312.24
Week Ending 12/22/1995 80,911.85 17,080.84 63,831.01
Week Ending 12/29/1995 46,623.83 13,939.00 32,684.83
Week Ending 01/05/1996 .00 .00 .00
Week Ending 01/12/1996 82,110.24 .00 82,110.24
Week Ending 01/19/1996 52,706.21 .00 52,706.21
Week Ending 01/26/1996 30,713.33 .00 30,713.33
Futures .00 .00 .00
Projected Ending Cash Balance 534,498.52
Update, Recalc, Global, Setup, Field, View, Edit, Load, History
Company H
Verify

Command Bar Definitions

Command	Description
Update	Press **U** to update the information in the fields when used on a network.
Recalc	Press **R** to recalculate a field so that you have the latest information.
Global	Press **G** to recalculate all the fields on the screen for the latest information.
Setup	Press **S** to display information within a range.
Field	Press **F** to change the definition of the field.
View	Press **V** to view information about how the highlighted field was built and what values it was designed to produce.

Command	Description
Edit	Press **E** to reconfigure the EIS Dashboard you are on.
Load	Press **L** to load a different EIS Dashboard.
History	Press **H** to display the EIS Dashboard using saved field history from a different date.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the EIS Dashboard menu.

Daily Statistics

Function

The Daily Statistics dashboard provides current data on Sales Order and Purchase Order statuses.

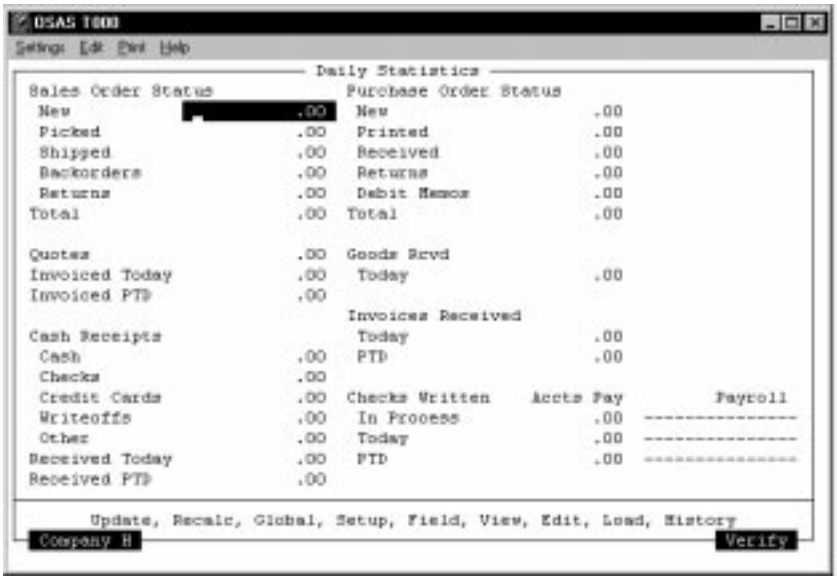
Reports

No report is associated with this function.

Screen Use

Screen	Description
Daily Statistics	An EIS Dashboard is a screen that displays several fields and associated values.

Daily Statistics Screen



Command Bar Definitions

Command	Description
Update	Press **U** to update the information in the fields when used on a network.
Recalc	Press **R** to recalculate a field so that you have the latest information.
Global	Press **G** to recalculate all the fields on the screen for the latest information.
Setup	Press **S** to display information within a range.
Field	Press **F** to change the definition of the field.
View	Press **V** to view information about how the highlighted field was built and what values it was designed to produce.

Command	Description
Edit	Press **E** to reconfigure the EIS Dashboard you are on.
Load	Press **L** to load a different EIS Dashboard.
History	Press **H** to display the EIS Dashboard using saved field history from a different date.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the EIS Dashboard menu.

Accounts Receivable Analysis

Function

The Accounts Receivable Analysis dashboard provides information from key items in Accounts Receivable and Sales Order.

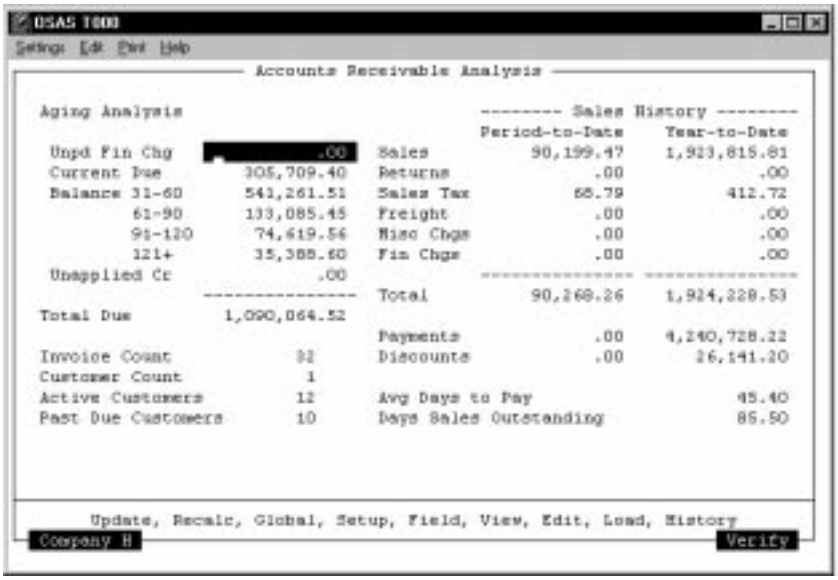
Reports

No report is associated with this function.

Screen Use

Screen	Description
Accounts Receivable Analysis	An EIS Dashboard is a screen that displays several fields and associated values.

Accounts Receivable Analysis Screen



Command Bar Definitions

Command	Description
Update	Press **U** to update the information in the fields when used on a network.
Recalc	Press **R** to recalculate a field so that you have the latest information.
Global	Press **G** to recalculate all the fields on the screen for the latest information.
Setup	Press **S** to display information within a range.
Field	Press **F** to change the definition of the field.
View	Press **V** to view information about how the highlighted field was built and what values it was designed to produce.

Command	Description
Edit	Press **E** to reconfigure the EIS Dashboard you are on.
Load	Press **L** to load a different EIS Dashboard.
History	Press **H** to display the EIS Dashboard using saved field history from a different date.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the EIS Dashboard menu.

Accounts Payable Analysis

Function

The Accounts Payable Analysis dashboard provides information from key items in Accounts Payable and Purchase Order.

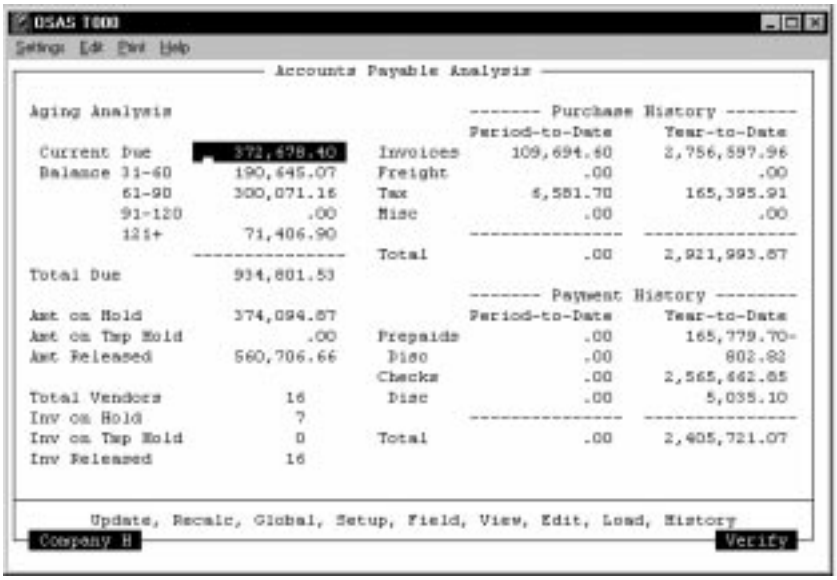
Reports

No report is associated with this function.

Screen Use

Screen	Description
Accounts Payable Analysis Screen	An EIS Dashboard is a screen that displays several fields and associated values.

Accounts Payable Analysis Screen



Command Bar Definitions

Command	Description
Update	Press **U** to update the information in the fields when used on a network.
Recalc	Press **R** to recalculate a field so that you have the latest information.
Global	Press **G** to recalculate all the fields on the screen for the latest information.
Setup	Press **S** to display information within a range.
Field	Press **F** to change the definition of the field.
View	Press **V** to view information about how the highlighted field was built and what values it was designed to produce.

Command	Description
Edit	Press **E** to reconfigure the EIS Dashboard you are on.
Load	Press **L** to load a different EIS Dashboard.
History	Press **H** to display the EIS Dashboard using saved field history from a different date.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the EIS Dashboard menu.

Top 10 Customers

Function

The Top 10 Customers dashboard provides a list of the 10 customers with the highest sales amount.

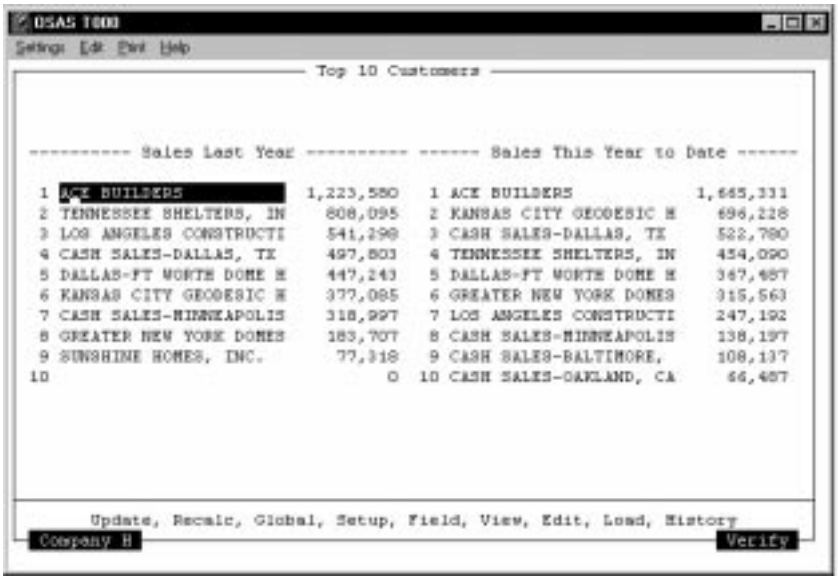
Reports

No report is associated with this function.

Screen Use

Screen	Description
Top 10 customers	An EIS Dashboard is a screen that displays several fields and associated values.

Top 10 Customers screen


OSAS T000
Settings Edit Print Help
Top 10 Customers
---------- Sales Last Year ---------- ------ Sales This Year to Date ------
1 ACE BUILDERS 1,223,580 1 ACE BUILDERS 1,665,331
2 TENNESSEE SHELTERS, IN 808,095 2 KANSAS CITY GEODESIC H 696,228
3 LOS ANGELES CONSTRUCTI 541,298 3 CASH SALES-DALLAS, TX 522,780
4 CASH SALES-DALLAS, TX 497,803 4 TENNESSEE SHELTERS, IN 454,090
5 DALLAS-FT WORTH DOME H 447,243 5 DALLAS-FT WORTH DOME H 347,487
6 KANSAS CITY GEODESIC H 377,085 6 GREATER NEW YORK DOMES 315,563
7 CASH SALES-MINNEAPOLIS 318,997 7 LOS ANGELES CONSTRUCTI 247,192
8 GREATER NEW YORK DOMES 183,707 8 CASH SALES-MINNEAPOLIS 138,197
9 SUNSHINE HOMES, INC. 77,318 9 CASH SALES-BALTIMORE, 108,137
10 0 10 CASH SALES-OAKLAND, CA 66,487
Update, Recalc, Global, Setup, Field, View, Edit, Load, History
Company H
Verify

Command Bar Definitions

Command	Description
Update	Press **U** to update the information in the fields when used on a network.
Recalc	Press **R** to recalculate a field so that you have the latest information.
Global	Press **G** to recalculate all the fields on the screen for the latest information.
Setup	Press **S** to display information within a range.
Field	Press **F** to change the definition of the field.
View	Press **V** to view information about how the highlighted field was built and what values it was designed to produce.

Command	Description
Edit	Press **E** to reconfigure the EIS Dashboard you are on.
Load	Press **L** to load a different EIS Dashboard.
History	Press **H** to display the EIS Dashboard using saved field history from a different date.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the EIS Dashboard menu.

Top 10 Items

Function

The Top 10 Items dashboard provides a list of the top 10 items.

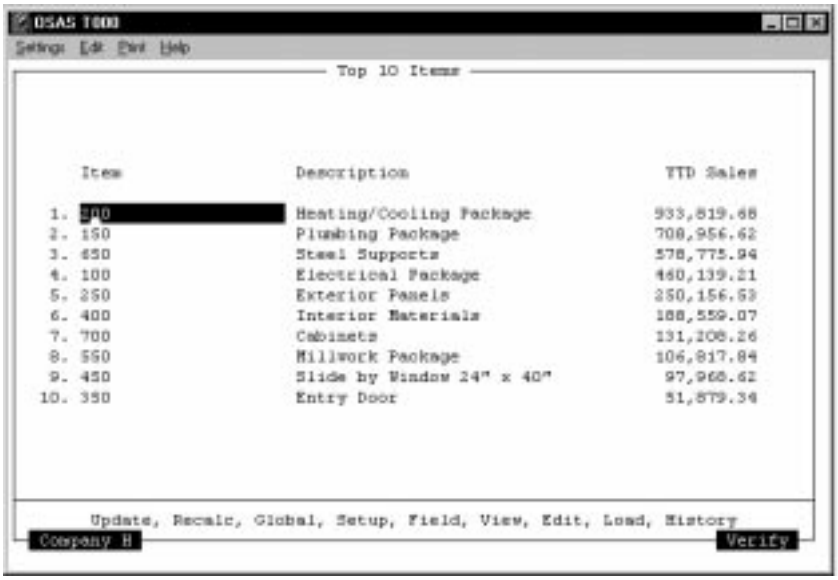
Reports

No report is associated with this function.

Screen Use

Screen	Description
Top 10 Items	An EIS Dashboard is a screen that displays several fields and associated values.

Top 10 Items screen


OSAS T000
Settings Edit Print Help
Top 10 Items
Item
Description
YTD Sales
1. 700 Heating/Cooling Package 933,819.68
2. 150 Plumbing Package 708,956.62
3. 650 Steel Supports 578,775.94
4. 100 Electrical Package 460,139.21
5. 250 Exterior Panels 250,156.53
6. 400 Interior Materials 188,559.07
7. 700 Cabinets 131,108.26
8. 550 Millwork Package 106,817.84
9. 450 Slide by Window 24" x 40" 97,968.62
10. 350 Entry Door 51,879.34
Update, Recalc, Global, Setup, Field, View, Edit, Load, History
Company H
Verify

Command Bar Definitions

Command	Description
Update	Press **U** to update the information in the fields when used on a network.
Recalc	Press **R** to recalculate a field so that you have the latest information.
Global	Press **G** to recalculate all the fields on the screen for the latest information.
Setup	Press **S** to display information within a range.
Field	Press **F** to change the definition of the field.
View	Press **V** to view information about how the highlighted field was built and what values it was designed to produce.

Command	Description
Edit	Press **E** to reconfigure the EIS Dashboard you are on.
Load	Press **L** to load a different EIS Dashboard.
History	Press **H** to display the EIS Dashboard using saved field history from a different date.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the EIS Dashboard menu.

Top 10 Sales Reps

Function

The Top 10 Sales Reps dashboard provides a list of the top 10 sales representatives.

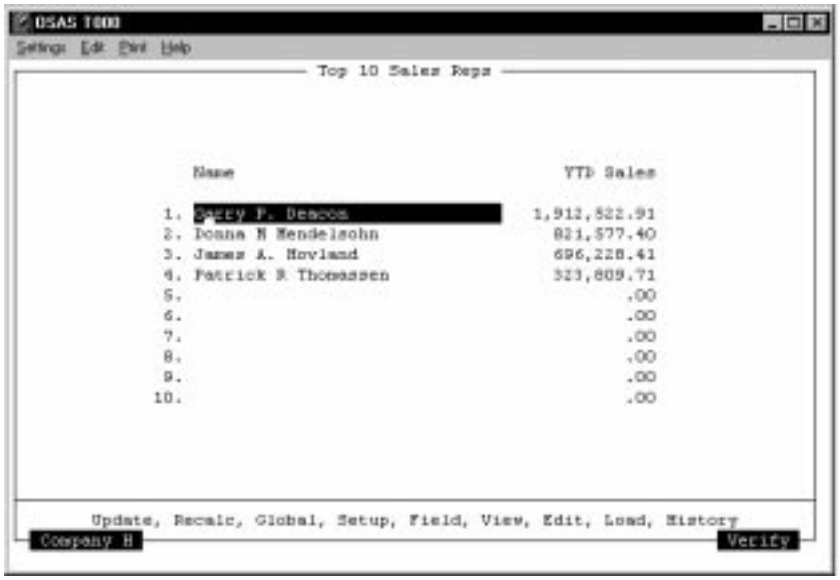
Reports

No report is associated with this function.

Screen Use

Screen	Description
Top 10 Sales Reps	An EIS Dashboard is a screen that displays several fields and associated values.

Top 10 Sales Reps screen



Command Bar Definitions

Command	Description
Update	Press **U** to update the information in the fields when used on a network.
Recalc	Press **R** to recalculate a field so that you have the latest information.
Global	Press **G** to recalculate all the fields on the screen for the latest information.
Setup	Press **S** to display information within a range.
Field	Press **F** to change the definition of the field.
View	Press **V** to view information about how the highlighted field was built and what values it was designed to produce.

Command	Description
Edit	Press **E** to reconfigure the EIS Dashboard you are on.
Load	Press **L** to load a different EIS Dashboard.
History	Press **H** to display the EIS Dashboard using saved field history from a different date.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the EIS Dashboard menu.

Top 10 Vendors

Function

The Top 10 Vendors dashboard provided a list of the top 10 vendors.

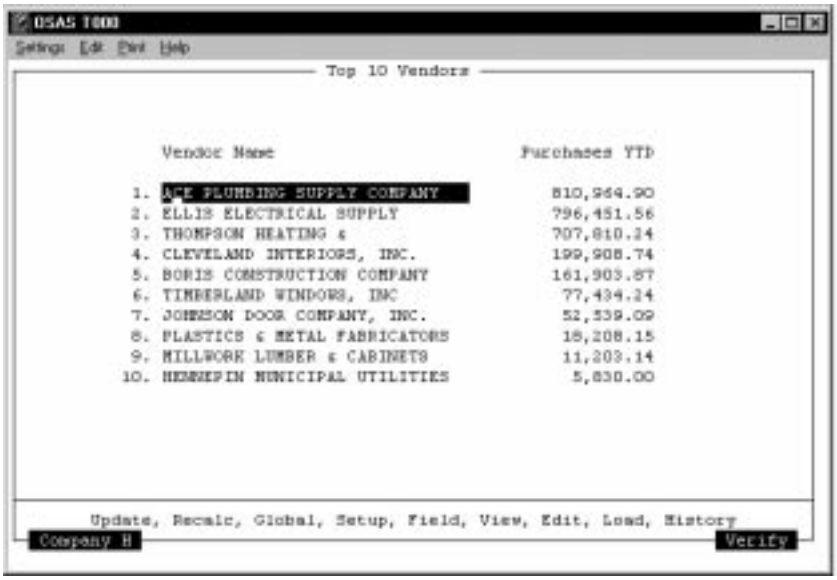
Reports

No report is associated with this function.

Screen Use

Screen	Description
Top 10 Vendors	An EIS Dashboard is a screen that displays several fields and associated values.

Top 10 Vendors screen


OSAS T000
Settings Edit Print Help
Top 10 Vendors
Vendor Name
Purchases YTD
1. ACE PLUMBING SUPPLY COMPANY 810,964.90
2. ELLIS ELECTRICAL SUPPLY 796,451.56
3. THOMPSON HEATING & 707,810.24
4. CLEVELAND INTERIORS, INC. 199,908.74
5. BORIS CONSTRUCTION COMPANY 161,903.87
6. TIMBERLAND WINDOWS, INC 77,434.24
7. JOHNSON DOOR COMPANY, INC. 52,539.09
8. PLASTICS & METAL FABRICATORS 18,208.15
9. MILLWORK LUMBER & CABINETS 11,203.14
10. HENNEPIN MUNICIPAL UTILITIES 5,830.00
Update, Recalc, Global, Setup, Field, View, Edit, Load, History
Company H
Verify

Command Bar Definitions

Command	Description
Update	Press **U** to update the information in the fields when used on a network.
Recalc	Press **R** to recalculate a field so that you have the latest information.
Global	Press **G** to recalculate all the fields on the screen for the latest information.
Setup	Press **S** to display information within a range.
Field	Press **F** to change the definition of the field.
View	Press **V** to view information about how the highlighted field was built and what values it was designed to produce.

Command	Description
Edit	Press **E** to reconfigure the EIS Dashboard you are on.
Load	Press **L** to load a different EIS Dashboard.
History	Press **H** to display the EIS Dashboard using saved field history from a different date.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the EIS Dashboard menu.

Executive Information Summary 8

EIS Dashboard

EIS Dashboard 8-3

EIS Reports

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EIS Dashboard

Features

An EIS Dashboard is a screen that displays several fields and associated values. Normally the EIS Dashboard shows related fields.

Use the EIS Dashboard function to do several tasks:

- Redisplay the value of the fields on a screen in case another user on a network recalculates the fields while you are viewing it.
- Recalculate the value of a field or all fields on a screen.
- Set up initial parameters that determine which values will be displayed on the screen.
- Change a fields's definition.
- View detailed information about a field (the field ID, description, and mask; the last updated time, date, and user; and the status of the field).
- Configure or edit the screen's definition.
- Load a new EIS Dashboard.
- Load an EIS Dashboard that was saved in history.

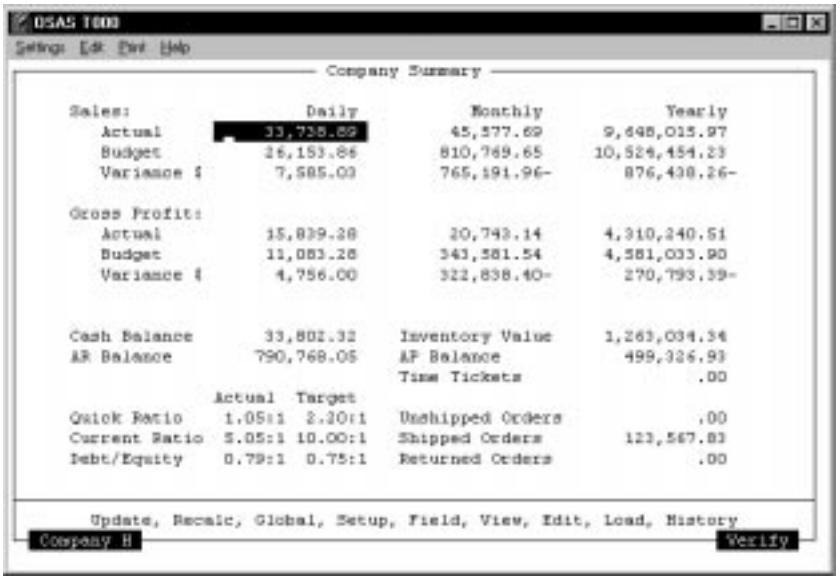
Reports

No report is associated with this function.

Screen Use

Screen	Description
EIS Dashboard	An EIS Dashboard is a screen that displays several fields and associated values. For a description of the predefined EIS Dashboards, see the EIS overview starting on page 1-5.

EIS Dashboard Screen (Generic)


OSAS T000
Settings Edit Print Help
Company Summary
Sales: Daily Monthly Yearly
Actual 33,738.89 45,377.69 9,648,015.97
Budget 26,153.86 810,769.65 10,524,454.23
Variance $ 7,585.03 765,191.96- 876,438.26-
Gross Profit:
Actual 15,839.28 20,743.14 4,310,240.51
Budget 11,083.28 343,581.54 4,581,033.90
Variance $ 4,756.00 322,838.40- 270,793.39-
Cash Balance 33,802.32 Inventory Value 1,263,034.34
AR Balance 790,768.05 AP Balance 499,326.93
Time Tickets .00
Actual Target
Quick Ratio 1.05:1 2.20:1 Unshipped Orders .00
Current Ratio 5.05:1 10.00:1 Shipped Orders 123,567.83
Debt/Equity 0.79:1 0.75:1 Returned Orders .00
Update, Recalc, Global, Setup, Field, View, Edit, Load, History
Company H
Verify

Field Definitions

You can customize the EIS Dashboard, producing many combination of screen layouts.

Command Bar Definitions

Command	Description
Update	Press **U** to update the information in the fields when used on a network.
Recalc	Press **R** to recalculate a field so that you have the latest information.
Global	Press **G** to recalculate all the fields on the screen for the latest information.
Setup	Press **S** to display information within a range.
Field	Press **F** to change the definition of the field.
View	Press **V** to view information about how the highlighted field was built and what values it was designed to produce.
Edit	Press **E** to reconfigure the EIS Dashboard you are on.
Load	Press **L** to load a different EIS Dashboard.
History	Press **H** to display the EIS Dashboard using saved field history from a different date.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the EIS Dashboard menu.

Dashboard

Features

The EIS Dashboard Report contains information about an EIS Dashboard or a group of EIS Dashboards.

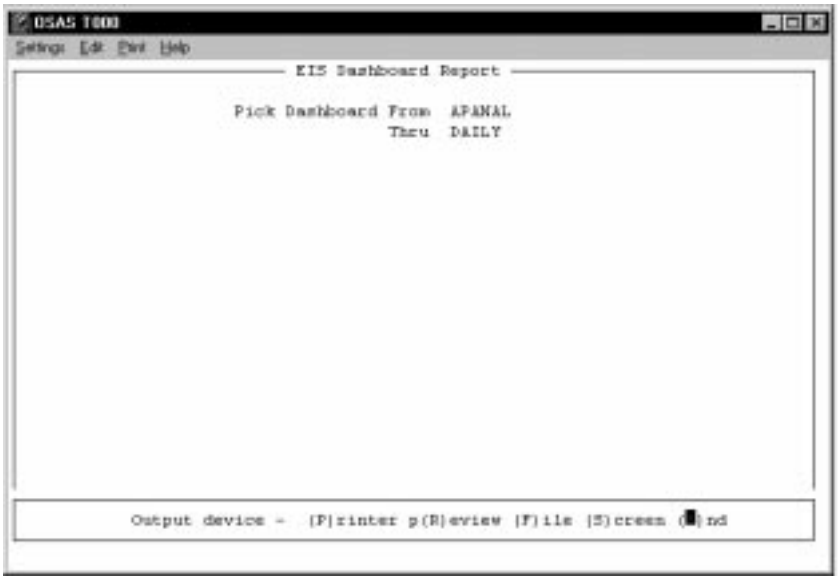
Reports

A sample EIS Dashboard Report is on page 8-10.

Screen Use

Screen	Description
EIS Dashboard Report	Use the EIS Dashboard Report screen to select the screens you want to produce the report for.

EIS Dashboard Report Screen



Field Definitions

Field Name	Description
Pick Dashboard ID	Enter the range of dashboards you want to produce a report for.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the report to a printer.
File	Select **F** to send the report to a file.
Screen	Select **S** to send the report to the screen.
End	Select **E** to change your selections or exit to the Reports menu.

Saving and Exiting

After the report is produced, the Reports menu appears.

EIS Dashboard Report

```
07/13/1999                                  Builders Supply                                  Page    1
1:35 PM                                     EIS Dashboard Report

Screen ID  APANAL   Accounts Payable Analysis

-------------------------------------------------------------------------------

  Aging Analysis                                 ------ Purchase History ------
                                                 Period-to-Date    Year-to-Date
  Current Due          632,086.28   Invoices        241,484.21      241,484.21
  Balance 31-60            .00      Freight          47,747.12       47,747.12
          61-90            .00      Tax               3,556.00        3,556.00
          91-120           .00      Misc                  .00             .00
          121+             .00                  ---------------  ---------------
                       ----------   Total           292,787.33      292,787.33
  Total Due            632,086.28
                                                 ------ Payment History -------
                                                 Period-to-Date    Year-to-Date
  Amt on Hold          179,054.08                        .00             .00
  Amt on Tmp Hold          .00      Prepaids             .00             .00
  Amt Released         453,032.20   Discount             .00             .00
                                    Checks               .00             .00
  Total Vendors             16      Discount             .00             .00
  Inv on Hold                7                   ---------------  ---------------
  Inv on Tmp Hold            0      Total                .00             .00
  Inv Released              14

-------------------------------------------------------------------------------

Screen ID  ARANAL   Accounts Receivable Analysis

-------------------------------------------------------------------------------

  Aging Analysis                                 -------- Sales History --------
                                                 Period-to-Date    Year-to-Date
  Unpd Fin Chg             .00   Sales                    .00             .00
  Current Due              .00   Returns                  .00             .00
  Balance 31-60            .00   Sales Tax                .00             .00
          61-90            .00   Freight                  .00             .00
          91-120           .00   Misc Chgs                .00             .00
          121+      157,620.48   Fin Chgs                 .00             .00
  Unapplied Cr             .00                  ---------------  ---------------
                       ----------   Total                .00             .00
  Total Due            157,620.48
                                    Payments             .00             .00
```

Dashboard History

Features

The EIS Dashboard History Report contains the values in the EIS Dashboards that you have saved using the Global Dashboard Update function (see page 8-19). Use this report to discover important trends in your business.

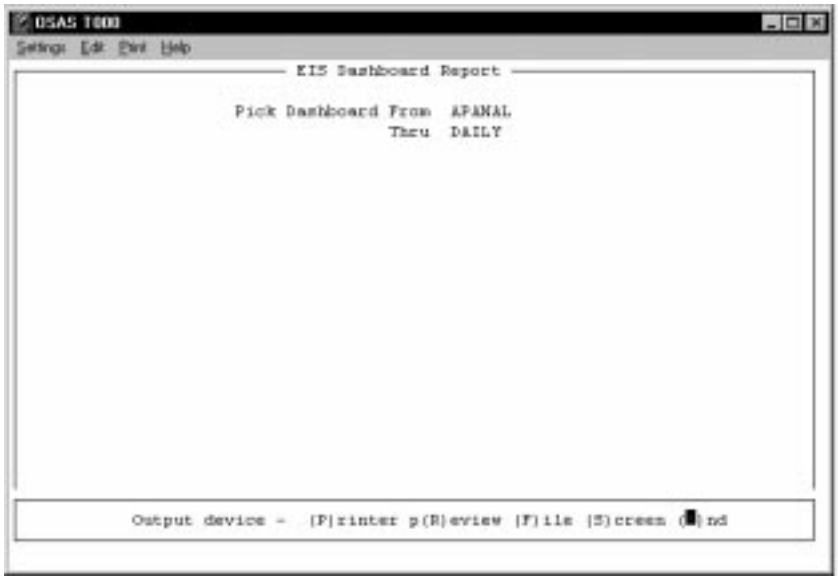
Reports

A sample EIS Dashboard History Report is on page 8-14.

Screen Use

Screen	Description
EIS Dashboard History Report	Use the EIS Dashboard History Report screen to select the screens, dates, and times you want to produce the report for.

EIS Dashboard History Report Screen



Field Definitions

Field Name	Description
Pick	Enter the range of screens, dates, and times you want in the report.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the report to a printer.
File	Select **F** to send the report to a file.
Screen	Select **S** to send the report to the screen.
End	Select **E** to change your selections or exit to the Reports menu.

Saving and Exiting

After the report is produced, the Reports menu appears.

EIS Dashboard History Report

```
07/13/1999                                  Builders Supply                                  Page   1
1:36 PM                                EIS Dashboard History Report

Dashboard  APANAL   Accounts Payable Analysis

-------------------------------------------------------------------------------

  Aging Analysis                          ------ Purchase History ------
                                          Period-to-Date    Year-to-Date
   Current Due              .00  Invoices            .00             .00
   Balance 31-60            .00  Freight             .00             .00
           61-90            .00  Tax                 .00             .00
          91-120            .00  Misc                .00             .00
           121+             .00                 ----------      ----------
                        ----------  Total               .00             .00
   Total Due                .00
                                          ------ Payment History -------
                                          Period-to-Date    Year-to-Date
   Amt on Hold              .00                      .00             .00
   Amt on Tmp Hold          .00  Prepaids             .00             .00
   Amt Released             .00  Discount            .00             .00
                                 Checks              .00             .00
   Total Vendors              0  Discount            .00             .00
   Inv on Hold                0                 ----------      ----------
   Inv on Tmp Hold            0  Total               .00             .00
   Inv Released               0

--- 08/31/1999 13:57 ------------------------------------------------------------

Dashboard  ARANAL   Accounts Receivable Analysis

-------------------------------------------------------------------------------

  Aging Analysis                          -------- Sales History --------
                                          Period-to-Date    Year-to-Date
   Unpd Fin Chg             18.00  Sales             .00             .00
   Current Due       1,060,955.04  Returns           .00             .00
   Balance 31-60       206,287.24  Sales Tax         .00             .00
           61-90        15,300.00  Freight           .00             .00
          91-120              .00  Misc Chgs         .00             .00
           121+         19,462.78  Fin Chgs          .00             .00
   Unapplied Cr         29,566.49-                ----------      ----------
                        ----------  Total               .00             .00
   Total Due         1,272,456.57
                                  Payments            .00             .00
```

Field History

Features

The Field History Report contains historical information about a field that you specify. You can specify that the report contain all the available history information about the field or only the information within a range of dates. It eliminates the need to produce several EIS Dashboard History Reports.

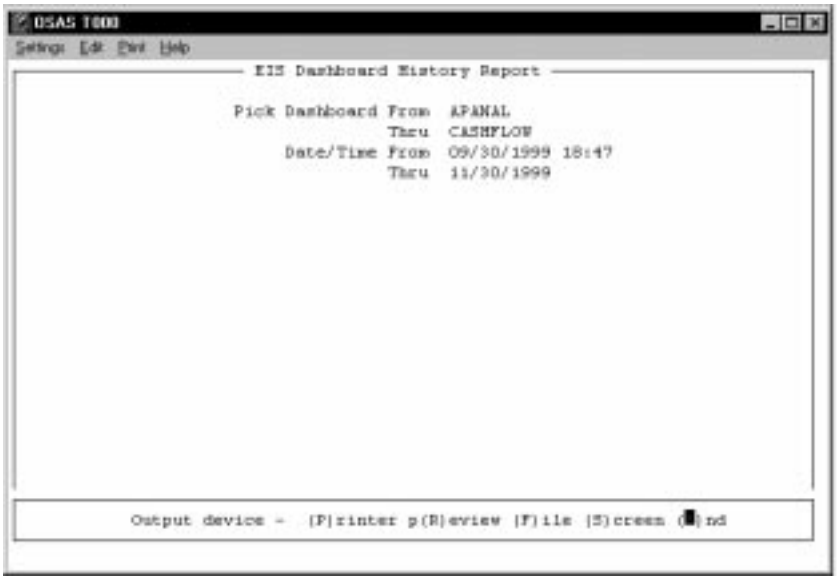
Reports

A sample Field History Report is on page 8-18.

Screen Use

Screen	Description
Field History Report	Use the Field History Report screen to select the fields, dates, and times you want in the report.

Field History Report Screen



Field Definitions

Field Name	Description
Field ID	Enter the ID of the field whose history report you want to produce.
Pick Date/Time	Enter the range of dates and times you want in the report.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the report to a printer.
File	Select **F** to send the report to a file.
Screen	Select **S** to send the report to the screen.
End	Select **E** to change your selections or exit to the Reports menu.

Saving and Exiting

After the report is produced, the Reports menu appears.

Field History Report

```
08/07/1999                    Builders Supply                    Page   1
10:40 AM                    Field History Report

APBAL    Accounts Payable Balance

            Date       Time            Value
         09/30/1999  18:47:14      499,326.93
         10/31/1999  17:43:11      499,326.93
         11/30/1999  18:30:10      499,326.93

*** End of Report ***
```

Global Dashboard Update

Features

Use the Global Dashboard Update function on the Periodic Maintenance menu to recalculate all the fields on all the EIS Dashboards, to save the values of the screens in history, or both.

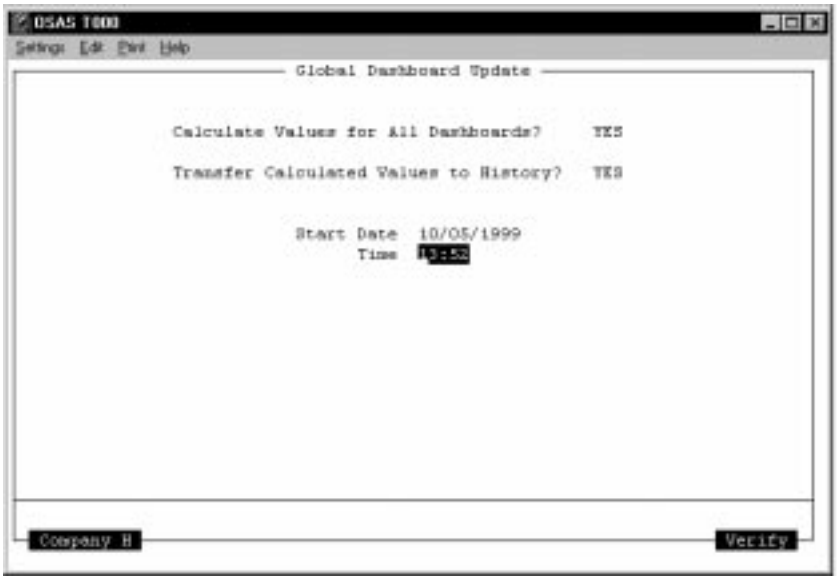
Reports

No report is associated with this function.

Screen Use

Screen	Description
Global Dashboard Update	Use the Global Dashboard Update screen to specify when you want all the fields on all the EIS Dashboards to be recalculated.

Global Dashboard Update Screen



Field Definitions

Field Name	Description
Calculate values for all Dashboards?	If you want to calculate the values for all the dashboards, enter **Y**; if not, enter **N**.
Transfer calculated values to history?	If you want to transfer the values to history, enter **Y**; if not, enter **N**.
Start	Use the system date and time, or enter the date and the time of day you want the process to begin.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to start the update process and exit to the Periodic Maintenance menu.

Purge Dashboard History

Features

Use the Purge Dashboard History function on the Periodic Maintenance menu to remove EIS Dashboard records from the Field History file. This function is valuable if you want to eliminate historical data you no longer need.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Purge Dashboard History	Use the Purge Dashboard History screen to specify the history you want to delete.

Purge Dashboard History Screen

Field Definitions

Field Name	Description
Have you backed up your data files?	Enter **Y** or **N** to indicate whether or not you have backed up your data files.
Purge History Through	Enter the date and time before which you want to remove the history data.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to purge the history and exit to the Periodic Maintenance menu.

Field Definitions

Features

Use the Field Definitions function on the File Maintenance menu to create or modify the attributes of a field: description, display mask, function ID, and setup ID.

If you intend to use only the functions and setup IDs that are already in the system, you are ready to use this information. If you intend to define the field in terms of functions and setup IDs that have not been established, use the Setup function and the Functions function before using the Field definitions function.

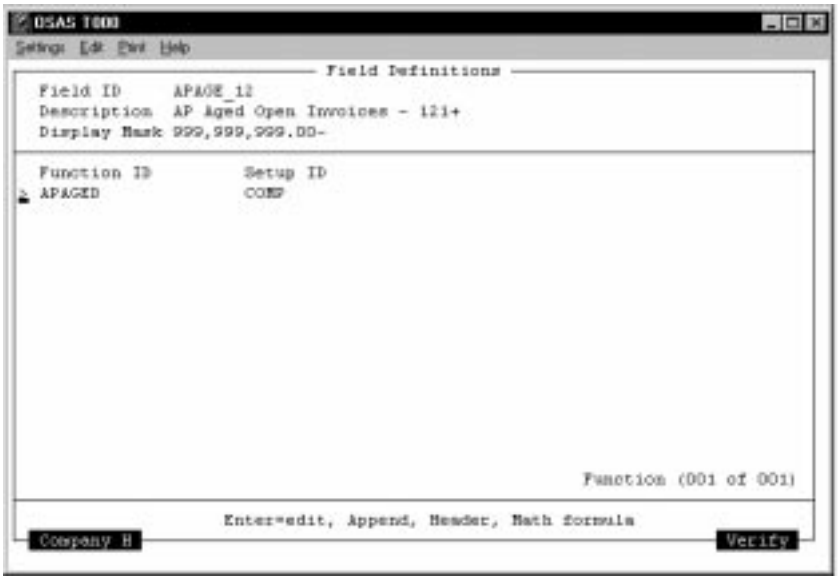
Reports

To produce a list of the information entered on the Field Definitions screen, use the Field Definitions List function on the Master File Lists menu.

Screen Use

Screen	Description
Field Definitions	Use the Field Definitions screen to create or modify a field.
Math Formula window	Use the Math Formula window to enter a formula for the field on the dashboard.

Field Definitions Screen



Field Definitions

Field Name	Description
Field ID	Enter the ID of the field you want to add, view, or edit.
Copy From	Enter the ID of the field you want to copy the information from.
Description	Use the description that is displayed, or enter a different description for the field.
Display Mask	Use the mask that is displayed, or enter a different mask for the field.
Function ID	The function ID refers to the operation you want done to the data and the information you want in return.
Setup ID	The setup ID refers to a range of data you want to confine the operation to.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt (>) to the line of function and setup IDs you want to edit and press **Enter**.
Append	Press **A** to add a line of function and setup IDs.
Header	Press **H** to edit the header information.
Math formula	Press **M** to activate the Math Formula window.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the File Maintenance menu.

Math Formula Window

Field Definitions

Enter one to 10 lines of formula to calculate the display value.

Command Bar Definitions

This window has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save the math formula and exit to the Field Definitions screen.

Setup

Features

Use the Setup function on the File Maintenance menu to modify the following information about a range of a type of information that a function applies to: setup ID, description, associated function ID, and range of the type of information.

If you intend to use only the functions IDs that are already in the system, you are ready to use this information. If you intend to define the setup IDs that have not been established, use the Functions function before using the Setup function.

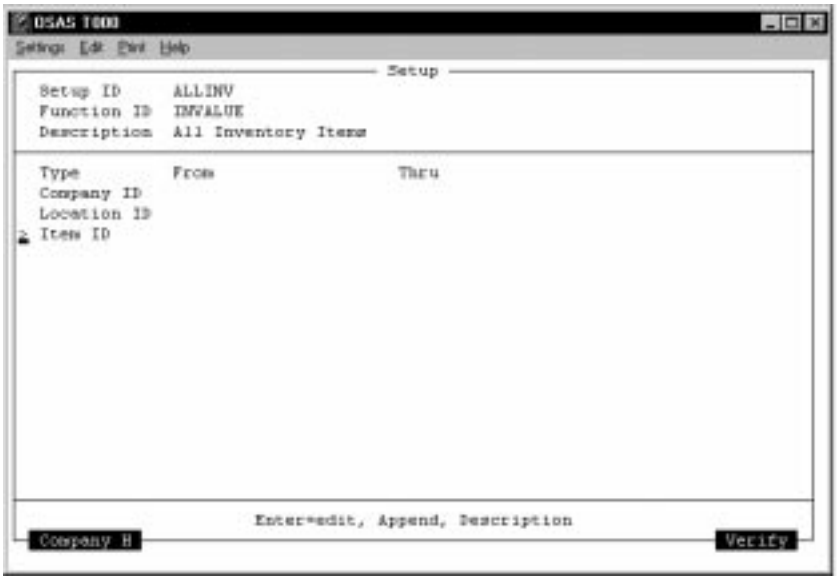
Reports

To produce a list of the information entered on the Setup screen, use the Setup Definitions List function on the Master File Lists menu.

Screen Use

Screen	Description
Setup	Use the Setup screen to modify a range of information in a function.

Setup Screen



Field Definitions

Field Name	Description
Setup ID	Enter the setup ID you want to add, view, or edit.
Copy From	Enter the setup ID you want to copy the information from.
Function ID	Use the ID that is displayed, or enter a function ID that uses the setup ID you entered.
Description	Use the description that is displayed, or enter a different description for the setup ID.
Type	The ranges of types of information that are assigned to each setup ID are displayed.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt (>) to the type you want to edit and press **Enter**.
Append	Press **A** to add a type and range to the list.
Description	Press **D** to change the description of the setup ID.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the File Maintenance menu.

Functions

Features

Use the Functions function on the File Maintenance menu to modify the definition of functions that retrieve and calculate information you eventually want to assign to a field and to modify the setup types (description, length and type) associated with each function ID.

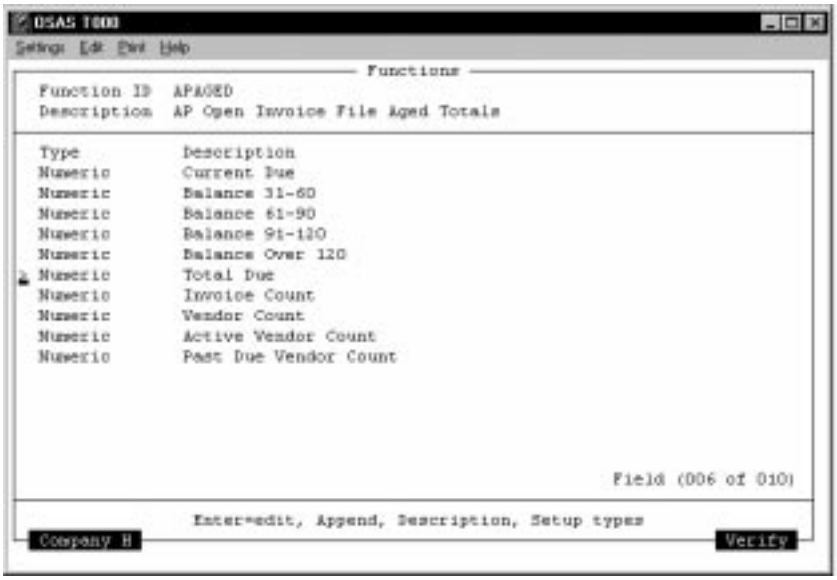
Reports

To produce a list of the information entered on the Functions screen, use the Functions List function on the Master File Lists menu.

Screen Use

Screen	Description
Functions	Use the Functions screen to modify the definition of functions.

Functions Screen



Field Definitions

Field Name	Description
Function ID	Enter the ID of the function you want to add, view or edit.
Copy From	Enter the function ID you want to copy the information from.
Description	Use the description that is displayed, or enter a different description for the function.
Type	The type of data returned can be of two types: alphanumeric or numeric.
Description	Enter a description of the data returned by the function.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt (>) to the type and description you want to change and press **Enter**.
Append	Press **A** to add a type and description to the list.
Description	Press **D** to edit the description of the function (in the header).
Setup types	Press **S** to establish and update information about the setup types.
Description	Use the description that is displayed, or enter a different description.
Length	Use the displayed length of the field that accepts the input, or enter a different length.
Type	Use the displayed type of data, or enter a different type.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the File Maintenance menu.

Access Codes

Features

Use the Access Codes function on the File Maintenance menu to restrict access to commands and fields.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Access Codes	Use the Access Codes screen to specify which fields and commands you want to restrict access to.

Access Codes Screen

Field Definitions

Field Name	Description
Access Name	Enter the access code name you want to modify. You cannot define a code here; you must use the Access Codes function on the Company Setup menu to set up an access code (see page 3-17).
Access	If you want to grant access to this function or command, press **Enter** to toggle to YES; if not, toggle to NO.
Field ID	The IDs of the commands and fields are displayed.
Description	The description of the commands and fields are displayed.

Command Bar Definitions

Command	Description
Enter = toggle	Move the prompt (>) to the command or field ID you want to restrict access to and press **Enter** to toggle from YES to NO or back again.
All	Press **A** to change the status of all the commands and field IDs in EIS to free access.
None	Press **N** to change the status of all the commands and field IDs in EIS to restricted access.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the File Maintenance menu.

Dashboard Editor

Features

Use the EIS Dashboard Editor on the File Maintenance menu to create or modify a new dashboard.

Use this function only after you have established the fields you need through the Field Definitions function.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Untitled Screen	Use the blank Untitled Screen to create your dashboard.

Untitled Screen

Field Definitions

The coordinates at the bottom right of the EIS Dashboard indicate where the cursor is on the screen. Refer to the coordinates when you place the fields and set visual margins.

Command Bar Definitions

Command	Description
File	Press **F** to create or retrieve a dashboard file.
Load Dashboard	Press **L** in File mode to load an existing dashboard.
Save Dashboard	Press **S** in File mode to save the dashboard you are on. If the screen does not have a name, enter a descriptive name to make future access easy; the screen is saved under the name. If the screen already has a name accept it, or enter a different name.
New Dashboard	Press **N** in File mode to work with a new dashboard.
Delete Dashboard	Press **D** in File mode to delete a dashboard.
Edit	Press **E** to edit the fields on a dashboard.
Add field	Press **A** in Edit mode to add a field to the dashboard.
Change field	Press **C** in Edit mode to replace the field where the cursor is with a different field.
Delete field	Press **D** in Edit mode to remove the field where the cursor is from the screen.
Move field	Press **M** in Edit mode to move the field where the cursor is to a different part of the screen.
Options	Press **O** to change the look of the screen.
Set tab size	Press **S** in Options mode to set the number of spaces between tabs. The setting is saved.
Change title	Press **C** in Options mode to change the title of the screen.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the File Maintenance menu.

Tables

Features

Use the Tables function on the File Maintenance menu to view the settings for EIS. The tables are for information only; use the Options and Interfaces function in Resource Manager to change the settings.

Reports

No report is associated with this function.

Screen Use

Screen	Description
EITB	Use the EITB screen to view the settings for EIS.

EITB Screen

Field Definitions

Field Name	Description
Table ID	Enter or change the table ID. To set up a company-specific table, enter the table ID plus the one- to three-character company ID. To set up a terminal-specific table, enter the table ID plus the four-character terminal ID.
Copy From	This field appears if you entered a new table ID. To copy a company-specific or a terminal-specific table, enter the table ID plus the company and terminal ID.
Description	Enter or change the description of the table.
Number of Cols	The number of columns in the table is displayed.
Column Length	The length of the columns in the table is displayed

Field Name	Description
Type	The type of characters you can enter in the table is displayed—alphanumeric (A), numeric (N), or numeric with one to four decimal places. Although you can change the type, you cannot enter any other type of character than the table originally specifies.
Settings	Switch setting 1 means YES and a space means NO. Do not change the settings; doing so may produce undesired results.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the File Maintenance menu.

Screen Definitions List

Features

Use the Screen Definitions List function on the Master File Lists menu to produce a list of EIS Dashboards.

Reports

A sample Screen Definitions List is on page 8-54.

Screen Use

Screen	Description
Screen Definitions List	Use the Screen Definitions List screen to select the information you want in the list.

Screen Definitions List Screen

Field Definitions

Field Name	Description
Pick Dashboard	Enter the IDs of the dashboards you want in the list.
Show screen layouts?	If you want the list to show the appearance of the screen with the coordinates at the top and left of the screen, enter **Y**; if not, enter **N**.
Show fields used?	If you want to list the ID, description, and display mask of each field, enter **Y**; if not, enter **N**.
Show field detail?	If you want to break down each field into its setup ID, description, and formula, enter **Y**; if not, enter **N**.
Show function/setup detail?	If you want to list each function and setup ID for each field broken down into ID, description, type, and range, enter **Y**; if not, enter **N**.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the list to a printer.
File	Select **F** to send the list to a file.
Screen	Select **S** to send the list to the screen.
End	Select **E** to change your selections or exit to the Master File Lists menu.

Saving and Exiting

After the list is produced, the Master File Lists menu appears.

Screen Definition List

07/13/1999 Builders Supply Page 1
11:39 AM Screen Definitions List

Dashboard APANAL Accounts Payable Analysis

Screen Layout

```
          1         2         3         4         5         6         7
 1234567890123456789012345678901234567890123456789012345678901234567
 1
 2 Aging Analysis                    ------- Purchase History -------
 3                                   Period-to-Date    Year-to-Date
 4 Current Due    999,999,999.00-  Invoices 999,999,999.00-  999,999,999.00-
 5 Balance 31-60  999,999,999.00-  Freight  999,999,999.00-  999,999,999.00-
 6         61-90  999,999,999.00-  Tax      999,999,999.00-  999,999,999.00-
 7        91-120  999,999,999.00-  Misc     999,999,999.00-  999,999,999.00-
 8         121+   999,999,999.00-  ---------------------------------------
 9                ---------------  Total    999,999,999.00-  999,999,999.00-
10 Total Due      999,999,999.00-
11                                  ------- Payment History --------
12 Amt on Hold    999,999,999.00-           Period-to-Date    Year-to-Date
13 Amt on Tmp Hold 999,999,999.00-  Prepaids 999,999,999.00-  999,999,999.00-
14 Amt Released   999,999,999.00-  Discount 999,999,999.00-  999,999,999.00-
15                                  Checks   999,999,999.00-  999,999,999.00-
16 Total Vendors      999,999       Discount 999,999,999.00-  999,999,999.00-
17 Inv on Hold         99,999                 ---------------  ---------------
18 Inv on Tmp Hold     99,999       Total    999,999,999.00-  999,999,999.00-
19 Inv Released        99,999
20
```

Fields Used

Field ID	Description	Display Mask	Row	Col
APAGE_CU	AP Aged Open Invoices - Current Due	999,999,999.00-	04	18
APHINPST	AP Detail History Invoice Subtotal - PTD	999,999,999.00-	04	45
APHINYST	AP Detail History Invoice Subtotal - YTD	999,999,999.00-	04	62
APAGE_30	AP Aged Open Invoices - 31-60	999,999,999.00-	05	18
APHINPFR	AP Detail History Invoice Freight - PTD	999,999,999.00-	05	45
APHINYFR	AP Detail History Invoice Freight - YTD	999,999,999.00-	05	62
APAGE_60	AP Aged Open Invoices - 61-90	999,999,999.00-	06	18
APHINPTX	AP Detail History Invoice Tax - PTD	999,999,999.00-	06	45
APHINYTX	AP Detail History Invoice Tax - YTD	999,999,999.00-	06	62
APAGE_90	AP Aged Open Invoices - 91-120	999,999,999.00-	07	18
APHINPMI	AP Detail History Invoice Misc - PTD	999,999,999.00-	07	45
APHINYMI	AP Detail History Invoice Misc - YTD	999,999,999.00-	07	62
APAGE_12	AP Aged Open Invoices - 121+	999,999,999.00-	08	18
APHINPTO	AP Detail History Invoice Total - PTD	999,999,999.00-	09	45

Field Definitions List

Features

Use the Field Definitions List function on the Master File Lists menu to produce a list of fields that have been defined. You can list each function's ID and description, or you can list each function broken down with its types of output.

Reports

A sample Field Definitions List is on page 8-58.

Screen Use

Screen	Description
Field Definitions List	Use the Field Definitions List screen to select the fields and the amount of detail you want in the list.

Field Definitions List Screen

Field Definitions

Field Name	Description
Pick Field ID	Enter the range of fields you want in the list.
Print	To list the functions and setup IDs assigned to each field definition, enter **1**. To list only the ID and description for each field, enter **2**.
Show function/setup detail?	If you want to list the types of output, descriptions, setup types, and ranges of each function and setup ID that make up the field definition, enter **Y**; if not, enter **N**.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the list to a printer.
File	Select **F** to send the list to a file.
Screen	Select **S** to send the list to the screen.
End	Select **E** to change your selections or exit to the Master File Lists menu.

Saving and Exiting

After the list is produced, the Master File Lists menu appears.

Field Definitions List

```
07/13/1999                          Builders Supply                          Page   1
11:41 AM                       Field Definition List

Field ID  APBAL    Accounts Payable Balance                  Display Mask  999,999,999.99-
Formula   (F1[1]-F1[2])+F2-F3

  # Function  Description                  Setup ID  Description
  1 APTRAN    AP Transactions File Totals  COMP      Company Ranges
  2 APOPEN    AP Open Invoice File Totals  COMP      Company Ranges
  3 APCHECK   AP Checks File Totals        COMP      Company Ranges

Field ID  APHDBMFR  AP Detail History Debit Memo Freight - Daily   Display Mask  999,999,999.00-
Formula   F1[7]

  # Function  Description                  Setup ID  Description
  1 APHIDAY   AP Detail History File Daily Totals  COMP  Company Ranges

Field ID  APHDBPFR  AP Detail History Debit Memo Freight - PTD     Display Mask  999,999,999.00-
Formula   F1[7]

  # Function  Description                  Setup ID  Description
  1 APHIPTD   AP Detail History File PTD Totals  COMP  Company Ranges

Field ID  APHDBPMI  AP Detail History Debit Memo Misc - PTD        Display Mask  999,999,999.00-
Formula   F1[8]

  # Function  Description                  Setup ID  Description
  1 APHIPTD   AP Detail History File PTD Totals  COMP  Company Ranges

Field ID  APHDBPST  AP Detail History Debit Memo Subtotal - PTD    Display Mask  999,999,999.00-
Formula   F1[5]

  # Function  Description                  Setup ID  Description
  1 APHIPTD   AP Detail History File PTD Totals  COMP  Company Ranges

Field ID  APHDBPTO  AP Detail History Debit Memos Total - PTD      Display Mask  999,999,999.00-
Formula   F1[5]+F1[6]+F1[7]+F1[8]

  # Function  Description                  Setup ID  Description
  1 APHIPTD   AP Detail History File PTD Totals  COMP  Company Ranges

Field ID  APHDBPTX  AP Detail History Debit Memo Tax - PTD        Display Mask  999,999,999.00-
Formula   F1[6]

  # Function  Description                  Setup ID  Description
  1 APHIPTD   AP Detail History File PTD Totals  COMP  Company Ranges

Field ID  APHDBYFR  AP Detail History Debit Memo Freight - YTD     Display Mask  999,999,999.00-
```

Functions List

Features

Use the Functions List function on the Master File Lists menu to produce a list of functions the system recognizes. This list is valuable if you are defining or editing functions and you need a hard copy for comparison.

Reports

A sample Functions List is on page 8-62.

Screen Use

Screen	Description
Functions List	Use the Functions List screen to select the functions and the amount of detail you want in the list.

Functions List Screen

Field Definitions

Field Name	Description
Pick Function ID	Enter the range of functions you want in the list.
Print	To list the output and definitions for each function, enter **1**. To list only the ID and description for each function, enter **2**.
Show function setup types?	If you want the listing of each function to be broken down into the setup types, enter **Y**; if not, enter **N**.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the list to a printer.
File	Select **F** to send the list to a file.
Screen	Select **S** to send the list to the screen.
End	Select **E** to change your selections or exit to the Master File Lists menu.

Saving and Exiting

After the list is produced, the Master File Lists menu appears.

Functions List

```
07/13/1999                                Builders Supply                    Page    1
11:43 AM                                    Functions List

Function  Description
APCHECK   AP Checks File Totals
   Sub  Type          Description
     1  Numeric       Regular Check Amount
     2  Numeric       Discounts Taken Amount
     3  Numeric       Discounts Lost Amount
     4  Numeric       Prepaid Check Amount

APFCST    AP Cash Forecast Totals
   Sub  Type          Description
     1  Numeric       Net Due Total
     2  Numeric       Discount Total
     3  Numeric       Today Net Due
     4  Numeric       Today Discount Amt
     5  Numeric       Week 1 Net Due
     6  Numeric       Week 1 Discount Amt
     7  Numeric       Week 2 Net Due
     8  Numeric       Week 2 Discount Amt
     9  Numeric       Week 3 Net Due
    10  Numeric       Week 3 Discount Amt
    11  Numeric       Week 4 Net Due
    12  Numeric       Week 4 Discount Amt
    13  Numeric       Week 5 Net Due
    14  Numeric       Week 5 Discount Amt
    15  Numeric       Week 6 Net Due
    16  Numeric       Week 6 Discount Amt
    17  Numeric       Beyond Net Due
    18  Numeric       Beyond Discount Amt
    19  Alphanumeric  Today's Date
    20  Alphanumeric  Week 1 Date
    21  Alphanumeric  Week 2 Date
    22  Alphanumeric  Week 3 Date
    23  Alphanumeric  Week 4 Date
    24  Alphanumeric  Week 5 Date
    25  Alphanumeric  Week 6 Date

APHCDAY   AP Checks History File Daily Totals
   Sub  Type          Description
     1  Numeric       Regular Checks Gross Due
     2  Numeric       Regular Checks Discounts
     3  Numeric       Prepaid Checks Gross Due
     4  Numeric       Prepaid Checks Discounts

APHCPTD   AP Checks History File PTD Totals
   Sub  Type          Description
```

Setup Definitions List

Features

Use the Setup Definitions List function on the Master File Lists menu to produce a list of setup IDs. This list is valuable if you want to change the setup IDs and you need a list for comparison.

Reports

A sample Setup Definitions List is on page 8-66.

Screen Use

Screen	Description
Setup Definitions List	Use the Setup Definitions List screen to select the setup IDs and the amount of detail you want in the list.

Setup Definitions List Screen

Field Definitions

Field Name	Description
Pick Setup ID	Enter the range of setup IDs you want in the list.
Print	To list the type and range of each setup ID, enter **1**. To list only the ID and description of each setup ID, enter **2**.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the list to a printer.
File	Select **F** to send the list to a file.
Screen	Select **S** to send the list to the screen.
End	Select **E** to change your selections or exit to the Master File Lists menu.

Saving and Exiting

After the list is produced, the Master File Lists menu appears.

Setup Definitions List

```
07/13/1999                                                    Page   1
11:43 AM                    Builders Supply
                          Setup Definitions List

Setup ID  Description
GLCASH    Cash Accounts
  Type      From                 Thru
  01
  02        1000                 100999

GLCASHAT  Cash Accounts (Account Types)
  Type      From                 Thru
  01
  02        005                  010

GLCASSAT  Current Assets (Account Types)
  Type      From                 Thru
  01
  02        005                  099

GLCOGS    GL Cost of Goods Sold Accounts
  Type      From                 Thru
  01
  02        5000                 5020

GLCOGSAT  Cost of Goods Sold (Account Types)
  Type      From                 Thru
  01
  02        600                  600

GLCSHOD   Cash on Deposit GL Account Types
  Type      From                 Thru
  02        010                  010
  01

GLCSHOH   Cash on Hand GL Account Types
  Type      From                 Thru
  02        005                  005
  01

GLCUASST  Current Assets Accounts
  Type      From                 Thru
  01
  02        1000                 1499

GLCULIAB  Current Liabilities Accounts
  Type      From                 Thru
  01
  02        2000                 2499
```

Print Manager 9

Report History Inquiry
Report History Inquiry 9-3

Report Control
Active Report Control 9-7
Archive Report Control 9-15

File Maintenance
Report Class Maintenance 9-23
Parameter Maintenance 9-27
Purge Report History 9-31

Report History Inquiry

Features

The Report History Inquiry function displays every report you have printed to file, moved or printed from the Active Report Control function, and moved to, or printed from, the Archive Report Control.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Report History Inquiry	Use the Report History Inquiry screen to display reports printed to file, and reports moved from and to the Active and Archive Report Control functions.

Report History Inquiry Screen

OSAS T000
Settings Edit Print Help
Report History Inquiry
Description Type Date Time Cls User Term
Application Information List PF 06/21/1999 12:22P T000
Data File Allocation Report PF 06/16/1999 03:27P Geddy T000
Data File Allocation Report AR 06/21/1999 10:04A T000
Cash Flow Report PF 08/19/1999 01:06P wilbur T000
Sales Tax Report PF 08/19/1999 01:06P T000
Sort By: Reverse Executed Sequence
View file, Toggle menu/file, Sort
Company H
Verify

Field Definitions

Field Name	Description
Description	The name of the print job is displayed.
Type	The action performed on the file is displayed: **PF** = printed to file **PQ** = printed from Active Report Control **RQ** = removed from Active Report Control **PA** = pinted from Archive Report Control **RA** = removed from Archive Report Control **AR** = archived and removed from Active Report Control
Date	The date the file was printed is displayed.
Time	The time the file was printed is displayed.

Cls	The classification, or status, of the printed file is displayed.
User	The User ID of the user who printed the report to file is displayed.
Term	The Terminal ID of the user who printed the report to file is displayed.

Command Bar Definitions

Command	Description
V	View the complete path name for the selected file.
T	Toggle between the menu name and the file name.
S	Choose a new report sort method from the numbered list that appears: **1** = sort by date of execution, from most recent to oldest **2** = sort alphabetically **3** = sort by date, from most recent to oldest **4** = sort by User ID **5** = sort by the activity type **6** = sort by terminal ID **7** = sort by date of execution, from oldest to most recent.

Saving and Exiting

Use the **Exit** (**F7**) command to exit to the Print Manager menu.

Active Report Control

Features

Use the Active Report Control function on the Report Control menu to view and work with print jobs that have not been archived.

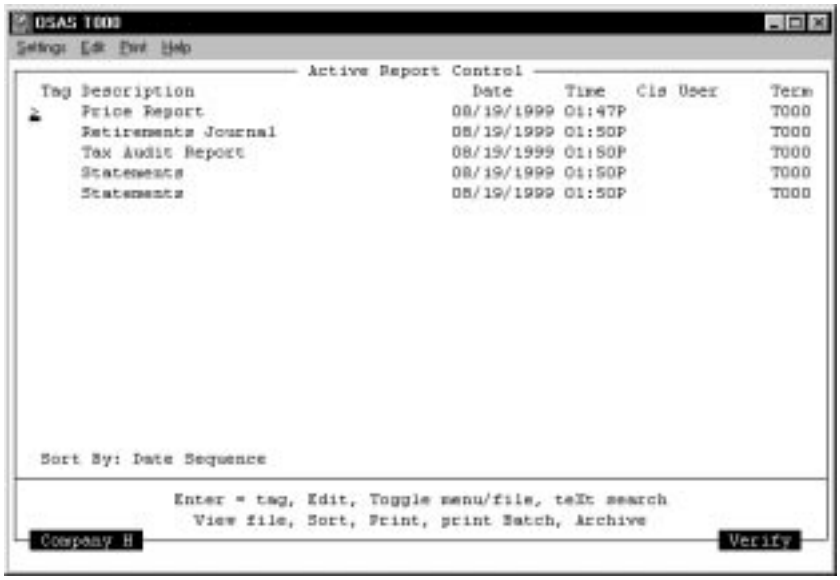
Reports

No report is associated with this function.

Screen Use

Screen	Description
Active Report Control	Use the Active Report Control screen to view and maintain active print jobs.
Control window	Use the Control window to enter the number of copies and type of form you want to use to print a report.
Output Device window	Use the Output Device window to verify that the correct forms are in place and to enter the last report class used to print a report.
Search for Text window	Use the Search for Text window to enter a string you want the system to find in the job you have selected.
View File	Displays path information and file name for selected file.

Active Report Control Screen


OSAS T000
Settings Edit Print Help
Active Report Control
Tag Description Date Time Cls User Term
Price Report 08/19/1999 01:47P T000
Retirements Journal 08/19/1999 01:50P T000
Tax Audit Report 08/19/1999 01:50P T000
Statements 08/19/1999 01:50P T000
Statements 08/19/1999 01:50P T000
Sort By: Date Sequence
Enter = tag, Edit, Toggle menu/file, teXt search
View file, Sort, Print, print Batch, Archive
Company H
Verify

Command Bar Definitions

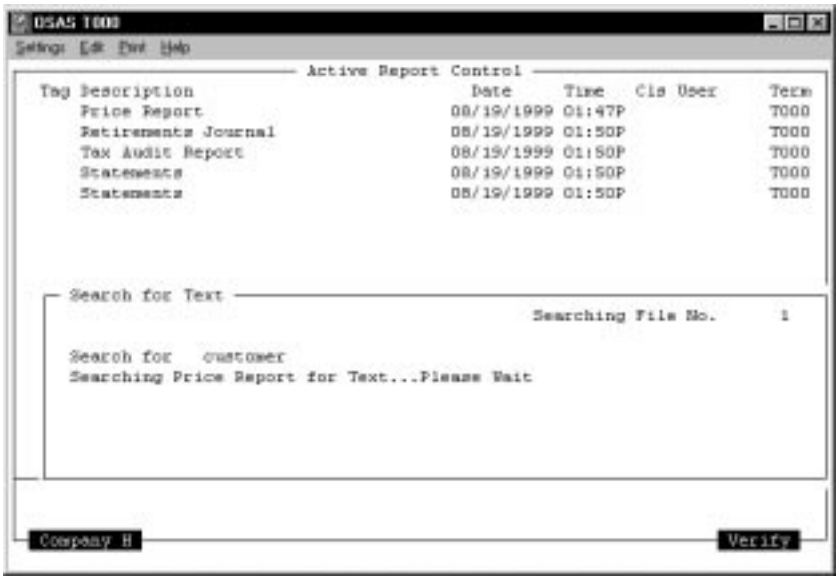
Command	Description
Enter = tag	Press **Enter** to toggle a selected file as tagged or untagged. Tagged files can be printed using the Batch command.
Edit	Press **E** to edit the selected file description and the Cls field.
Toggle menu/file	Press **T** to toggle the description field to display either the file description or the file path and name.
teXt search	Press **X** to search for text in a report. See page 9-10.
View File	Press **V** to display the path information and file name for the selected file.

Command	Description
Sort	Press **S** to select from the numbered list that appears: **1** = sort by the report description **2** = sort by the date and time, from most recent to oldest **3** = sort by the ID of the user who produced the file **4** = sort by the report class **5** = sort by the terminal ID where the file was produced
Print	Press **P** to print the selected file.
print Batch	Press **B** to print the files you selected using the tag command.
Archive	Press **A** to move the selected file from the Active Report Control to the Archive Report Control.

Saving and Exiting

To exit to the Report Control menu, use the **Exit** (**F7**) command.

Search for Text Window



Field Definitions

Field Name	Description
Search For	Enter the string you want the system to search for, and use the **Proceed** (**PgDn**) command. You must enter the text you are searching for exactly as it appears in the print job. For example, if you are searching for the employee ID *BOU001*, you can enter all six characters, just the first few characters, or just the last few characters.
Pick	If the system locates the string you entered, the page number on which the string appears is displayed. Press **P** to print the displayed page number, **A** to print all pages where the string occurs, or **C** to continue searching for more occurrences of the text string you entered.

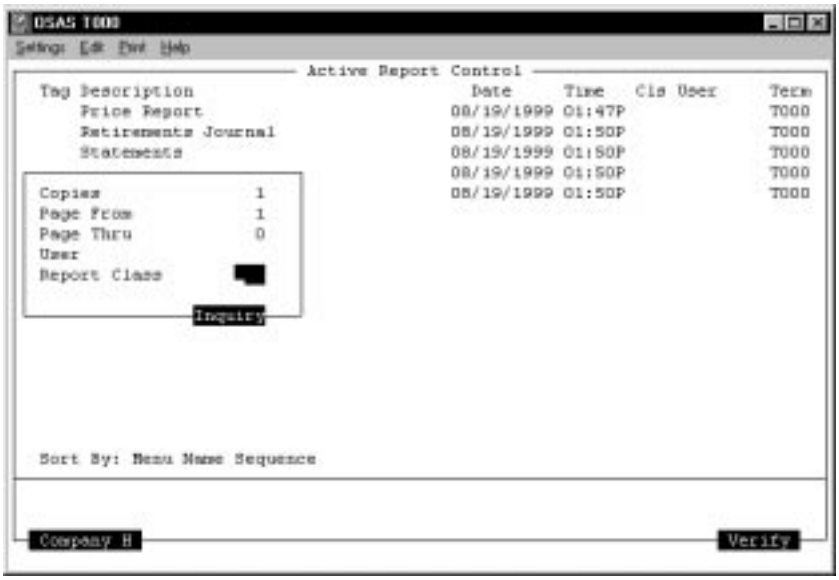
Command Bar Definitions

This window has no command bar.

Saving and Exiting

When all occurances of the text you entered have been found, press **Enter** to return to the Active Report Control screen.

Print Control Window



Field Definitions

Field Name	Description
Copies	Accept the displayed number of copies to print, or enter a different number.
Page From	Accept the displayed beginning page number, or enter a different page number.
Page Thru	Accept the displayed ending page number, or enter a different page number.
User	Accept the displayed user ID, or enter a different ID.
Report Class	Accept the displayed report class, or enter a different report class.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the print job to a printer.
End	Select **E** to change your selections or exit to the Report Control menu.

Saving and Exiting

If you print using a report class that is different from the last report class used by the printer you selected, a message appears to warn you.

When the report finishes printing, you can retain the report, remove it from the Active Report Control, or archive it. Enter **R** to retain it, **D** to delete the report, or **A** to send the report to the Archive Control.

Archive Report Control

Features

Use the Archive Report Control function to view print jobs that have been archived and to access information from those print jobs.

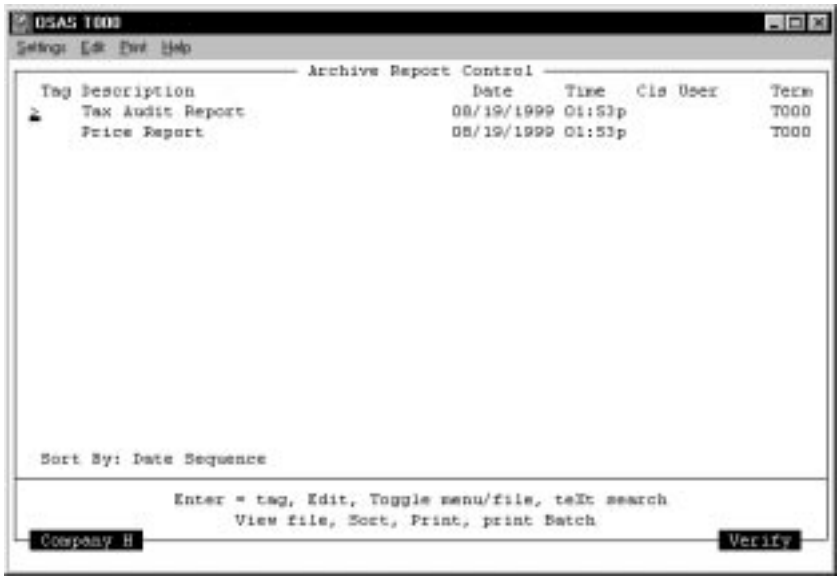
Reports

No report is associated with this function.

Screen Use

Screen	Description
Active Report Control	Use the Active Report Control screen to view and maintain active print jobs.
Control window	Use the Control window to enter the number of copies and type of form you want to use to print a report.
Output Device window	Use the Output Device window to verify that the correct forms are in place and to enter the last report class used to print a report.
Search for Text window	Use the Search for Text window to enter a string you want the system to find in the job you have selected.
View File	Displays path information and file name for selected file.

Archive Report Control Screen


OSAS T000
Settings Edit Font Help
Archive Report Control
Tag Description Date Time Cls User Term
Tax Audit Report 08/19/1999 01:53p T000
Price Report 08/19/1999 01:53p T000
Sort By: Date Sequence
Enter = tag, Edit, Toggle menu/file, teXt search
View file, Sort, Print, print Batch
Company H
Verify

Command Bar Definitions

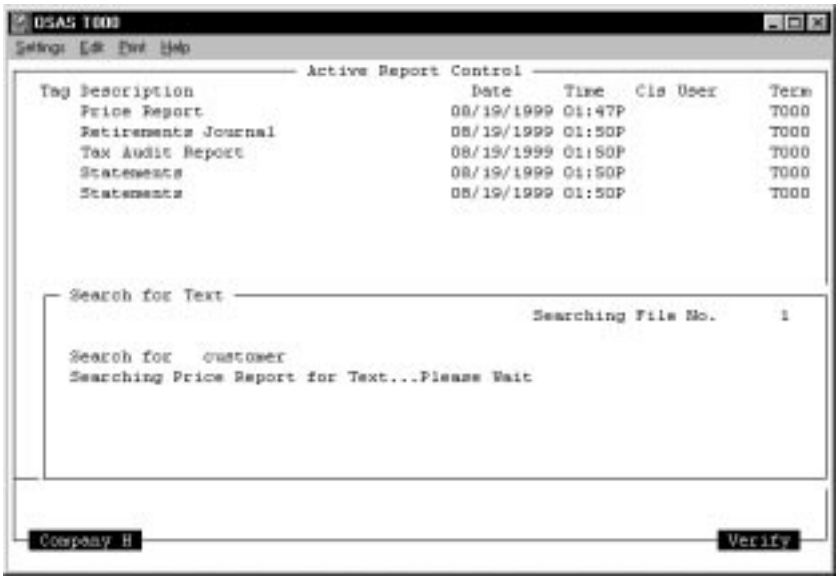
Command	Description
Enter = tag	Press **Enter** to be toggle a selected file to tag or untag.
Edit	Press **E** to edit the selected file description and the Cls entry field.
Toggle menu/file	Press **T** to toggle the description field to display either the file description or the file path and name.
teXt search	Press **X** to search for text in a report. See page 9-10.
View File	Press **V** to display the path information and file name for the selected file.

Command	Description
Sort	Press **S** to select from the numbered list that appears: **1** = sort by the report description **2** = sort by the date and time, from most recent to oldest **3** = sort by the ID of the user who produced the file **4** = sort by the report class **5** = sort by the terminal ID where the file was produced
Print	Press **P** to print the selected file.
print Batch	Press **B** to print the files you selected using the tag command.

Saving and Exiting

To exit to the Report Control menu, use the Exit (F7) command.

Search for Text Window



Field Definitions

Field Name	Description
Search For	Enter the string you want the system to search for, and use the **Proceed** (**PgDn**) command. You must enter the text you are searching for exactly as it appears in the print job. For example, if you are searching for the employee ID *BOU001*, you can enter all six characters, just the first few characters, or just the last few characters.
Pick	If the system locates the string you entered, the page number on which the string appears is displayed. Press **P** to print the displayed page number, **A** to print all pages where the string occurs, or **C** to continue searching for more occurrences of the text string you entered.

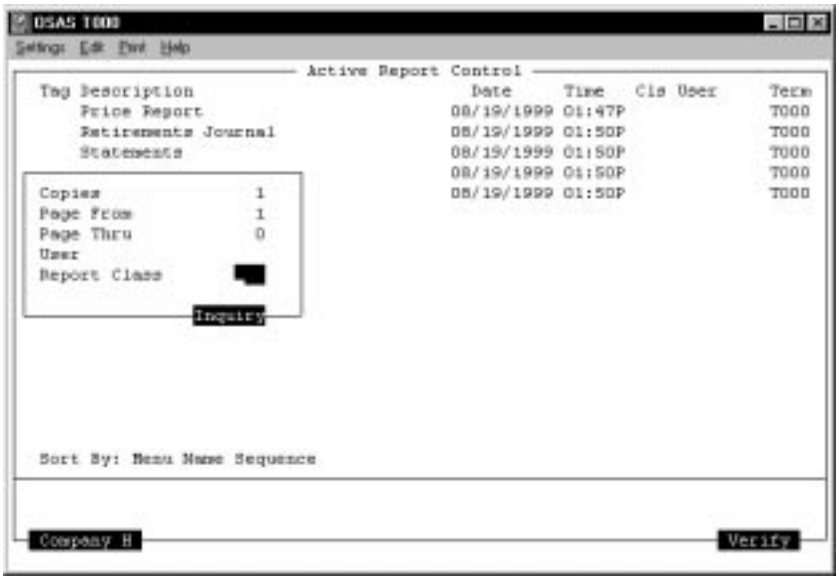
Command Bar Definitions

This window has no command bar.

Saving and Exiting

When all occurances of the text you entered have been found, press **Enter** to return to the Archive Report Control screen.

Print Control Window



Field Definitions

Field Name	Description
Copies	Accept the displayed number of copies to print, or enter a different number.
Page From	Accept the displayed beginning page number, or enter a different page number.
Page Thru	Accept the displayed ending page number, or enter a different page number.
User	Accept the displayed user ID, or enter a different ID.
Report Class	Accept the displayed report class, or enter a different report class.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the print job to a printer.
End	Select **E** to change your selections or exit to the Report Control menu.

Saving and Exiting

If you print using a report class that is different from the last report class used by the printer you selected, a message appears to warn you.

When the report is printed, you can either retain the report or remove it from the Archive Report Control. Enter **R** to retain the report or **D** to delete it.

Report Class Maintenance

Features

Use the Report Maintenance function on the File Maintenance menu to set up and maintain report classes.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Report Maintenance	Use the Report Maintenance screen to enter the report classes you want to use for print jobs.

Report Maintenance Screen

Field Definitions

Field Name	Description
Report	Enter the alphanumeric ID for the report class.
Description	Enter the description of the report class. The system uses the report class to remind you to load the proper forms before you print a report.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries and exit to the File Maintenance menu.

Parameter Maintenance

Features

Use the Parameter Maintenance function to set up and maintain the defaults for the archive directory and filenames.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Parameter Maintenance	Use the Parameter Maintenance screen to enter the defaults for the archive directory and filenames.

Parameter Maintenance Screen

Field Definitions

Field Name	Description
Archive Directory	Enter the path for the default directory for archived print jobs.
Next automatic filename	Accept the displayed numbers, or enter different numbers.
Next archive filename	Accept the displayed numbers, or enter different numbers.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed** (**PgDn**) command to save your entries. Use the **Exit** (**F7**) command to exit to the File Maintenance menu.

Purge Report History

Features

Use the Purge Transaction History function on the File Maintenance menu to delete history transaction entries by date and transaction type.

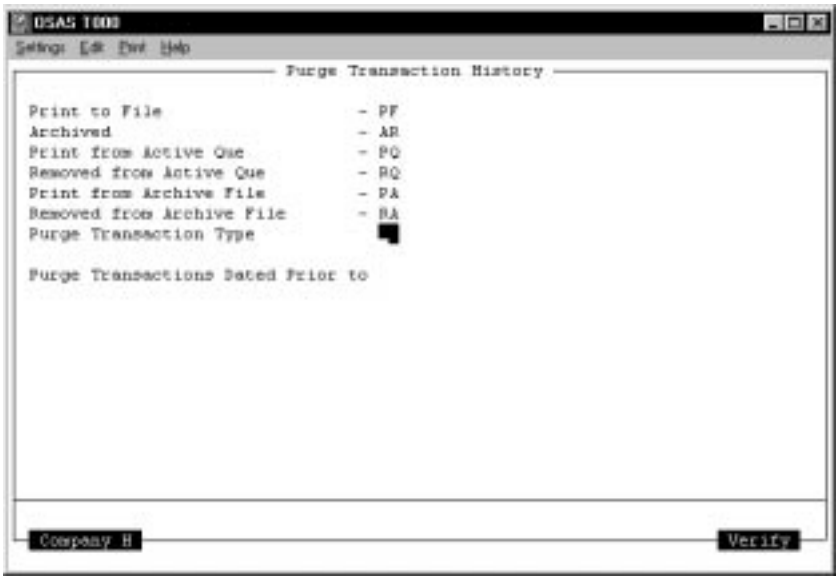
Reports

No report is associated with this function.

Screen Use

Screen	Description
Purge Transaction History	Use the Purge Transaction History screen to enter the type of transaction history you want to delete and the date before which you want it deleted.

Purge Transaction History


OSAS T000
Settings Edit Print Help
Purge Transaction History
Print to File - PF
Archived - AR
Print from Active Que - PQ
Removed from Active Que - RQ
Print from Archive File - PA
Removed from Archive File - RA
Purge Transaction Type
Purge Transactions Dated Prior to
Company H
Verify

Field Definitions

Field Name	Description
Purge Transaction Type	From the displayed list, enter the code for the transaction type you want to delete.
Purge Transactions Dated Prior To	Enter the date before which you want transaction history purged.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

After the transactions have been purged, the File Maintenance menu appears.

Reports 10

Data File Allocation Report	10-3
Product Suggestions Report	10-7
Error Log	10-11
Global Inquiry Window Audit Report	10-15

Data File Allocation Report

Features

The Data File Allocation Report provides a list of the data files on your system and their sizes. Use it to audit the use of disk space.

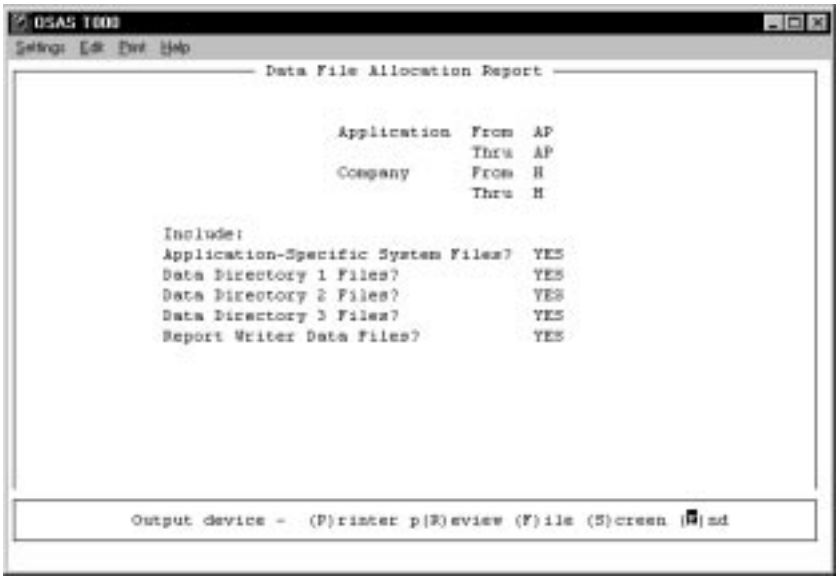
Reports

A sample Data File Allocation Report is on page 10-6.

Screen Use

Screen	Description
Data File Allocation Report	Use the Data File Allocation Report screen to select the application, companies, and files you want in the report.

Data File Allocation Report Screen



Field Definitions

Field Name	Description
Application	Enter the range of applications you want in the report.
Company	Enter the range of companies you want in the report.
Include	Enter **Y** or **N** to indicate whether or not you want to include the files in the report.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the report to a printer.
File	Select **F** to send the report to a file.
Screen	Select **S** to send the report to the screen.
End	Select **E** to change your selections or exit to the Reports menu.

Saving and Exiting

After the report is produced, the Reports menu appears.

Data File Allocation Report

06/09/1999 Builders Supply Page 1
9:21 AM Data File Allocation Report

Filename	Description	Filesize	Used	Action	Active Keys
Shared Files for AP on /OSAS/PROGAP/					
APAPPL.TXT	AP Application File	51			
APDATA.510		60,416		(Dynamic)	60
APFILES.TXT	AP Files List	193			
APHELP	AP Help File	1,461,248		(Dynamic)	4,182
APLABEL.TXT	AP Label File	129			
APMN	AP Menu File	12,288		(Dynamic)	11
APSWCH	AP Option Linkage Switches	2,560		(Dynamic)	4
APWIND	AP Window Definitions File	52,736		(Dynamic)	29
Shared Files for AP on /OSAS/RWdata/					
APTOP	AP Topic File	3,072		(Dynamic)	15
RW200D	AP Vendor Dictionary	12,800		(Dynamic)	70
RW200I	AP Vendor RW Instructions	4,096		(Dynamic)	10
RW200M	AP Vendor Key Information	2,048		(Dynamic)	5
RW200N	AP Vendor Names File	3,584		(Dynamic)	4
RW200R	AP Vendor Report File	2,048		(Dynamic)	2
RW201D	AP Transaction Dictionary	89,600		(Dynamic)	494
RW201I	AP Transaction RW Instruction	9,216		(Dynamic)	15
RW201M	AP Transaction Key Info	2,048		(Dynamic)	6
RW201N	AP Transaction Names File	13,824		(Dynamic)	14
RW201R	AP Transaction RW Reports	2,048		(Dynamic)	2
RW202D	AP History Dictionary	88,576		(Dynamic)	486
RW202I	AP History RW Instructions	4,096		(Dynamic)	12
RW202M	AP History Key Information	3,072		(Dynamic)	10
RW202N	AP History Names File	16,384		(Dynamic)	18
RW202R	AP History RW Reports	2,048		(Dynamic)	2
RW203D	AP Checks Dictionary	19,456		(Dynamic)	103
RW203I	AP Checks RW Instructions	4,096		(Dynamic)	12
RW203M	AP Checks Key Information	2,048		(Dynamic)	3
RW203N	AP Checks RW Names	6,144		(Dynamic)	7
RW203R	AP Checks RW Reports	2,048		(Dynamic)	2
RW204D	AP Open Invoice Dictionary	14,336		(Dynamic)	79
RW204I	AP Open Invoice RW Instruct	7,168		(Dynamic)	21
RW204M	AP Open Invoice Key Info	2,048		(Dynamic)	2
RW204N	AP Open Invoice RW Names	6,144		(Dynamic)	5
RW204R	AP Open Invoice RW Reports	2,048		(Dynamic)	2
RW205D	AP Recurring Entries Dict	55,296		(Dynamic)	216
RW205I	AP Recurring Entries Instruct	5,120		(Dynamic)	13
RW205M	AP Recurring Entries Key Info	2,048		(Dynamic)	4
RW205N	AP Recurring Entries RW Names	11,264		(Dynamic)	11

Product Suggestions Report

Features

Produce the Product Suggestions Report when you are ready to fax or mail the suggestions you created through the Product Suggestions utility to Open Systems.

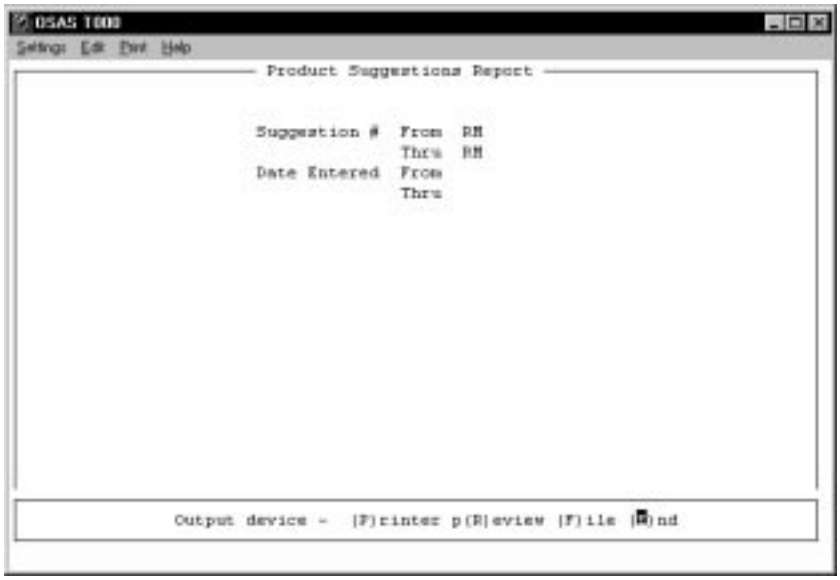
Reports

A sample Product Suggestion Report is on page 10-10.

Screen Use

Screen	Description
Product Suggestions Report	Use the Product Suggestions Report screen to select the suggestions you want in the report.

Product Suggestions Report Screen



Field Definitions

Field Name	Description
Suggestion #	Enter the range of suggestions you want in the report.
Date Entered	Enter the range of dates of the product suggestions that you want in the report.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the report to a printer.
File	Select **F** to send the report to a file.
Screen	Select **S** to send the report to the screen.
End	Select **E** to change your selections or exit to the Reports menu.

Saving and Exiting

After the report is produced, the Reports menu appears.

Product Suggestions Report

```
06/09/1999                                                    Page   1
9:21 AM                    Builders Supply
                      Product Suggestion Report

SEND TO:   ATTN: Product Suggestions          FAX #:   612-829-1493
           OPEN SYSTEMS, INC.
           7626 Golden triangle Drive         Suggestion #:   0005
           Eden Prairie, MN  55344-3773       Date Submitted:  09/02/1999


Submitted by:    Builders Supply              Phone #:  612-829-0011
                 6477 City West Parkway       Fax #:    612-829-1493
                 Eden Prairie, MN  55344      Site #:


   Application:   RM

   Version #:     6.0

   Menu Item:     All applications

   Description:   Show network user ID on reports.
```

Error Log

Features

The Error Log provides a list of the errors you encountered while using the software.

Reports

A sample Error Log is on page 10-14.

Screen Use

Screen	Description
Error Log	Use the Error Log screen to select the applications and errors you want in the log.

Error Log Screen

Field Definitions

Field Name	Description
Application ID	Enter the range of applications whose errors you want to list.
Date Entered	Enter the range of dates for which you want a list of errors.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the log to a printer.
File	Select **F** to send the log to a file.
Screen	Select **S** to send the log to the screen.
End	Select **E** to change your selections or exit to the Reports menu.

Saving and Exiting

After the log is produced, the Reports menu appears.

Error Log

```
06/09/1999                                  Builders Supply                  Page   1
9:23 AM                                        Error Log

Application:   RM

Workstation:   T000      Date:  05/06/1999     Time:  5:52 PM

Error Number:  41 Invalid Integer

Program Name:  RMPRFILE

Error Message: BASIC ERROR = 41   Line = 7060   Program = RMPRFILE

Line Listing:  7060 PRINT (F)@(LM),STBL("DATE")+" ",@(INT((OUTCOLS-LEN(STBL
                    ("CNAME")))/2)),STBL("CNAME"),@(OUTCOLS-14),"  PAGE ",STR(PO:...


End of Report
```

Global Inquiry Window Audit Report

Features

The Global Inquiry Window Audit Report is a list of window link inconsistencies associated with the Global Inquiry windows.

Reports

A sample Global Inquiry Window Audit Report is on page 10-18.

Screen Use

Screen	Description
Global Inquiry Window Audit Report	Use the Global Inquiry Window Audit Report screen to select the destination for the report.

Global Inquiry Window Audit Report Screen

OSAS T000
Settings Edit Font Help
Global Inquiry Window Audit Report
This program will print a list of window link inconsistencies:
Occurrences where an undefined window is called
Occurrences where a link/window key length mismatch exists
Occurrences of a window never being referenced by another window
Output device - (P)rinter p(R)eview (F)ile (S)creen (M)ail

Field Definitions

No fields are associated with this function.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the report to a printer.
File	Select **F** to send the report to a file.
Screen	Select **S** to send the report to the screen.
End	Select **E** to change your selections or exit to the Reports menu.

Saving and Exiting

After the report is produced, the Reports menu appears.

Global Inquiry Window Audit Report

```
9:24 AM                    Builders Supply                    Page   1
06/09/1999          Global Inquiry Window Audit Report

Window ID    Link No.    Link ID      Anomaly

APHI1               2    POORLT       Referenced Window not defined
APHI8ID             1    INVE1        Referenced Window not defined
APTR0D              1    INVE1        Referenced Window not defined
APVE0               1    POORLT       Referenced Window not defined
APVE1               1    POORLT       Referenced Window not defined
APVE2PN             1    POORLT       Referenced Window not defined
APHI1                                 Unreferenced Window
APHI2                                 Unreferenced Window
APHI5                                 Unreferenced Window
End of Report
```

Master File Lists 11

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Menu List

Features

The Menu List shows the menus that are on your system for the companies, applications, or menu IDs you select.

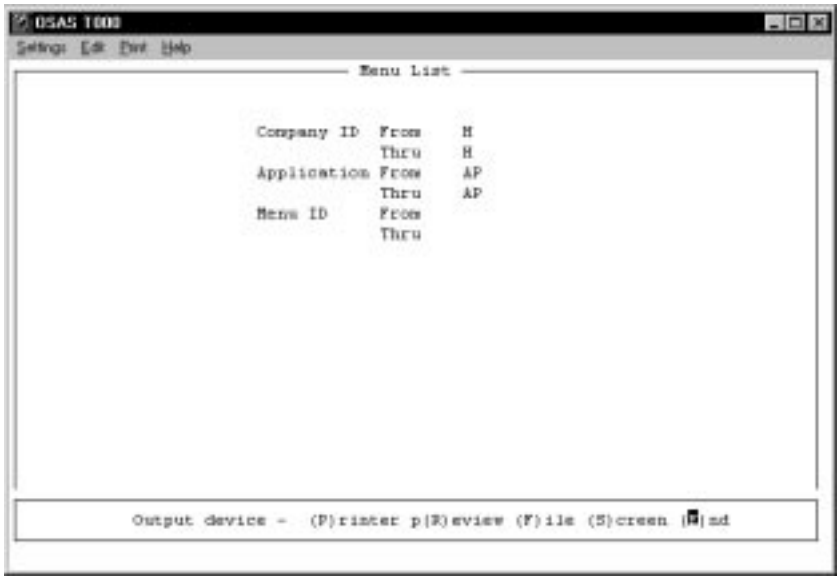
Reports

A sample Menu List is on page 11-6.

Screen Use

Screen	Description
Menu List	Use the Menu List screen to select the menus you want to list.

Menu List Screen



Field Definitions

Field Name	Description
Company ID	Enter the range of companies you want in the list.
Application	Enter the range of applications you want in the list.
Menu ID	Enter the range of menus you want in the list.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the list to a printer.
File	Select **F** to send the list to a file.
Screen	Select **S** to send the list to the screen.
End	Select **E** to change your selections or exit to the Master File Lists menu.

Saving and Exiting

After the list is produced, the Master File Lists menu appears.

Menu List

```
06/09/1999                                  Builders Supply                                  Page   1
9:26 AM                                        Menu List

---------------------------- Company H  - Builders Supply ----------------------------------------
ID     Title                  #   Description                 Type  Program/Menu  Parameter
---------------------------------------------------------------------------------------------------

MAIN   Main Menu              1   Accounts Payable Rd 23       1   APMN
                              2   Resource Manager             1   RMMN


06/09/1999                                  Builders Supply                                  Page   2
9:26 AM                                        Menu List

---------------------------- Accounts Payable Rd 23 ----------------------------------------------
ID     Title                  #   Description                 Type  Program/Menu  Parameter
---------------------------------------------------------------------------------------------------

AP01   Information Inquiry    1   Vendors and Invoices         3   APQUIRY
                              2   Invoices                     3   APSOICON
                              3   Detail History               3   APSOHCON
                              4   Summary History              3   APVHS
AP02   Daily Work             1   Transactions                 3   APENTINI      A
                              2   Copy Recurring Entries       3   APPSR
                              3   Purchases Journal            3   APPRJ         A
                              4   Miscellaneous Debits Journal 3   APPRJ         B
                              5   Daily Sales Tax Report       3   APTAX
                              6   Post Transactions            3   APPST
AP03   Management Reports     1   Open Invoice Report          3   APPRO
                              2   Cash Flow Report             3   APCFL
                              3   Aged Trial Balance           3   APAGE
                              4   Vendor Analysis Report       3   APPRA
                              5   1099 Forms                   3   APP99
                              6   Sales Tax Report             3   RMTAX


06/09/1999                                  Builders Supply                                  Page   3
9:26 AM                                        Menu List

---------------------------- Accounts Payable Rd 23 ----------------------------------------------
ID     Title                  #   Description                 Type  Program/Menu  Parameter
---------------------------------------------------------------------------------------------------

AP04   Pay Invoices           1   Change Open Invoice Status   3   APCOIS
                              2   Hold/Release Invoices        3   APHOLINI
                              3   Prepare Checks               3   APPCK
                              4   Select Payables              3   APSELINI
                              5   Edit Register                3   APPRR         A
                              6   Print Checks                 3   APPRC
```

Backup/Restore Commands List

Features

The Backup/Restore Commands List shows the commands that are used to back up and restore the data and program files on your system.

Reports

A sample Backup/Restore Commands List is on page 11-10.

Screen Use

Screen	Description
Backup/Restore Commands List	Use the Backup/Restore Commands List screen to select the destination of the list.

Backup/Restore Commands List Screen

Field Definitions

Field Name	Description
none	none

Command Bar Definitions

Command	Description
Printer	Select **P** to send the list to a printer.
File	Select **F** to send the list to a file.
Screen	Select **S** to send the list to the screen.
End	Select **E** to change your selections or exit to the Master File Lists menu.

Saving and Exiting

After the list is produced, the Master File Lists menu appears.

Backup/Restore Commands List

```
06/09/1999                Builders Supply                Page   1
9:27 AM              Backup/Restore Commands List
-------------------------------------------------------------------

Backup to Floppy Command Line (OSBUF.TXT):
     BACKUP (dir)\(select) (flop) /S

Restore from Floppy Command Line (OSREF.TXT):
     RESTORE (flop) (dir)\(select) /S

Backup to Tape Command Line (OSBUT.TXT):
     N/A

Restore from Tape Command Line (OSRET.TXT):
     N/A

End of Report
```

Application Information List

Features

The Application Information List shows the applications that are on your system and their installation information.

Reports

A sample Application Information List is on page 11-14.

Screen Use

Screen	Description
Application Information List	Use the Application Information List screen to select the applications you want in the list.

Application Information List Screen

Field Definitions

Field Name	Description
Application	Enter the range of applications you want in the list.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the list to a printer.
File	Select **F** to send the list to a file.
Screen	Select **S** to send the list to the screen.
End	Select **E** to change your selections or exit to the Master File Lists menu.

Saving and Exiting

After the list is produced, the Master File Lists menu appears.

Application Information List

```
08/26/1999                                                    Page   1
10:13 AM                    Builders Supply
                    Application Information List

ID  Information
--------------------------------------------------------------------------------
AP  Description      : Accounts Payable
    Base Application :
    Version          : 6.05
    Installed        : NO
    Install Date     : 08/26/1999
    Program Directory: C:/OSAS/progAP/
    Verification File: APVEx
    Last Maintenance : None

AR  Description      : Accounts Receivable
    Base Application :
    Version          : 6.05
    Installed        : NO
    Install Date     : 08/26/1999
    Program Directory: C:/OSAS/progAR/
    Verification File: ARCUx
    Last Maintenance : None

End of Report
```

Company Information List

Features

The Company Information List shows the names and addresses of companies that are set up on your system.

Reports

A sample Company Information List is on page 11-18.

Screen Use

Screen	Description
Company Information List	Use the Company Information List screen to select the companies you want in the list.

Company Information List Screen

Field Definitions

Field Name	Description
Company ID	Enter the range of companies you want in the list.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the list to a printer.
File	Select **F** to send the list to a file.
Screen	Select **S** to send the list to the screen.
End	Select **E** to change your selections or exit to the Master File Lists menu.

Saving and Exiting

After the list is produced, the Master File Lists menu appears.

Company Information List

```
06/09/1999                    Builders Supply                    Page   1
9:29 AM                       Company Information List

ID   Information                        Defaults

                                        Location ID   MN0001
H    Name              : Builders Supply Bank ID       FNB001
     Address 1         : 7626 Golden Triangle Dr.
     Address 2         :
     City, State  Zip  : Eden Prairie, MN  55344-3732  Reg. Dollars  9999999999.99-
     Country           : US  U.S.A.                    IN Costs      99999999.9999-
     Phone             : 612-829-0011                  IN Prices     99999999.9999-
     Fax               : 612-829-1493                  IN Quantities 99999999.9999-
     Site              :                               Rates         999999999.999-
     Date Format       : 0  (MM/DD/YYYY)               Hours         99999999.999-
     Time Format       : 0  12-Hour (hh:mm AM/PM)      Credit Limits 9999999999999-

End of Report
```

Help Screens List

Features

The Help Screens List shows the contents of the help file for an application. Use this function to plan changes to the help content or as a record of changes you made.

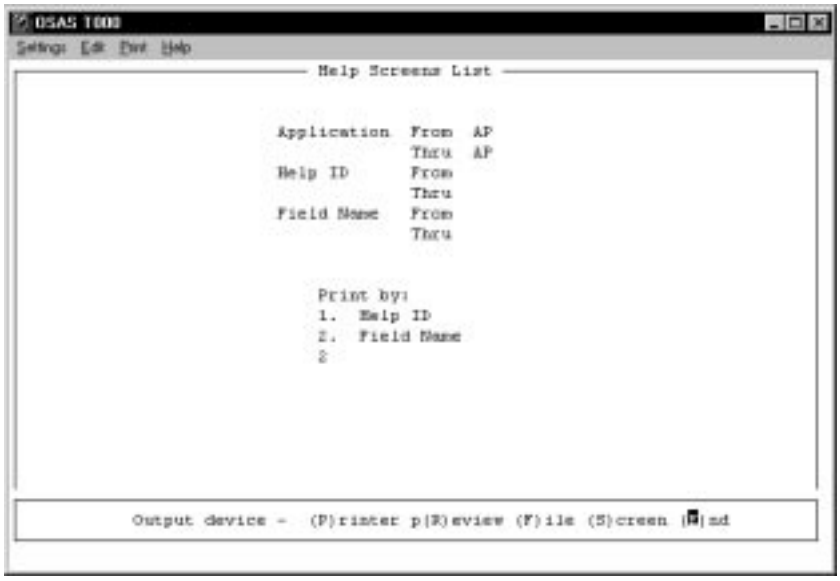
Reports

A sample Help Screens List is on page 11-22.

Screen Use

Screen	Description
Help Screens List	Use the Help Screens List screen to select the help screens you want to list.

Help Screens List Screen



Field Definitions

Field Name	Description
Application	Enter the range of applications you want in the list.
Help ID	Enter the range of help screens you want in the list.
Field Name	Enter the range of field names you want in the list.
Print by	Select the option by which you want to organize the list.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the list to a printer.
File	Select **F** to send the list to a file.
Screen	Select **S** to send the list to the screen.
End	Select **E** to change your selections or exit to the Master File Lists menu.

Saving and Exiting

After the list is produced, the Master File Lists menu appears.

Help Screens List

06/09/1999 Builders Supply Page 1
9:30 AM Help Screens List

Accounts Payable Rd 23

Field Name	Help ID	Help Text
{1099 2nd TIN Notice?}	APACV1 001761	If the Internal Revenue Service has notified your company twice in the past three years that the vendor's tax identification number is incorrect, enter {YES}; if not, enter {NO}.
{1099 2nd TIN Notice?}	APACVFM.PUB 001761	If the Internal Revenue Service has notified your company twice in the past three years that the vendor's tax identification number is incorrect, enter {YES}; if not, enter {NO}.
{1099 2nd TIN Notice?}	APACVFM.PUB 001961	If the Internal Revenue Service has notified your company twice in the past three years that the vendor's tax identification number is incorrect, enter {YES}; if not, enter {NO}.
{1099 Field Indicator}	APACV1 001561	The field indicator corresponds to the box number on the 1099-MISC form where the year-to-date purchases amount will be printed. See the federal tax circular for more information. Enter {1-3}, {5-9}, {A} to toggle between the selections.
{1099 Field Indicator}	APACVFM.PUB 001561	The field indicator corresponds to the box number on the 1099-MISC form where the year-to-date purchases amount will be printed. See the federal tax circular for more information. Use {1-3}, {5-9}, {A} to toggle through the choices.
{1099 Foreign Address?}	APACV1 001661	If the vendor has a foreign address, enter {YES}; if not, enter {NO}.
{1099 Foreign Address?}	APACVFM.PUB 001661	If the vendor has a foreign address, enter {YES}; if not, enter {NO}.
{1099 Foreign Address?}	APACVFM.PUB 001861	If the vendor has a foreign address, enter {YES}; if not, enter {NO}.
{1099 Form Code} (1 character)	APACV1 001361	Enter {N} if the vendor will not receive a 1099 form, {I} if the vendor files as an individual, or {B} if the vendor files as a business.

Inquiry Window Definitions List

Features

The Inquiry Window Definitions List shows the inquiry windows on your system and the information they contain.

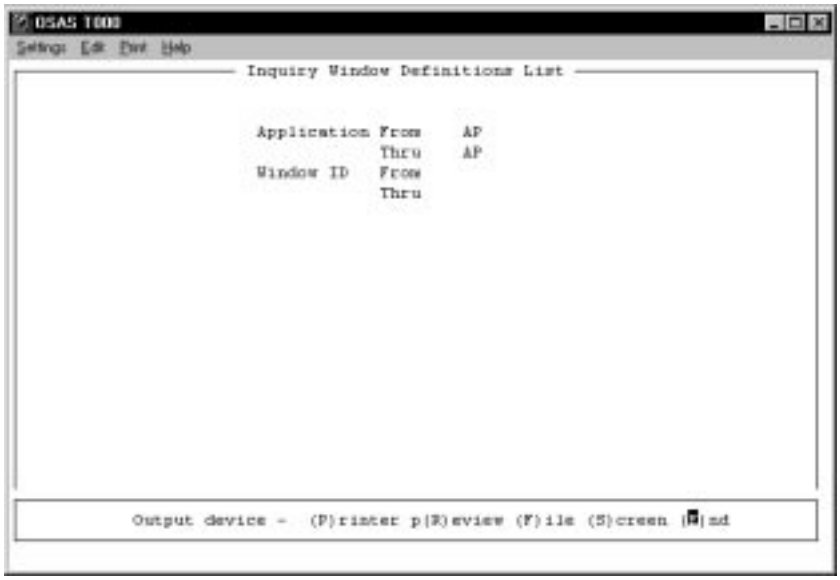
Reports

A sample Inquiry Window Definitions List is on page 11-26.

Screen Use

Screen	Description
Inquiry Window Definitions List	Use the Inquiry Window Definitions List screen to select the windows you want to list.

Inquiry Window Definitions List Screen



Field Definitions

Field Name	Description
Application	Enter the range of applications you want in the list.
Window ID	Enter the range of windows you want in the list.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the list to a printer.
File	Select **F** to send the list to a file.
Screen	Select **S** to send the list to the screen.
End	Select **E** to change your selections or exit to the Master File Lists menu.

Saving and Exiting

After the list is produced, the Master File Lists menu appears.

Inquiry Window Definitions List

06/09/1999 Builders Supply Page 1
9:34 AM Inquiry Window Definitions List

Accounts Payable Rd 23

Window ID	Topic No.	File No.	File Name	Key No.	Starting Col	Starting Row	Size Col	Size Row	Inclusion Begin	Inclusion Len	Exclusion Begin	Exclusion Len	Add Routine		Data Names	Print @ Col
APACAOW1	0	0	APCDx	0	15	5	38	10	1	10	0	0		*	Code	2
															Description	6
Window Title: Distribution Codes																
Column Headings: Code Description																
															NOTE: *=Returned Field	
APACDOW1	0	0	APCDx	0	10	5	38	10	1	10	0	0		*	Distribution Code	2
															Description	6
Window Title: Distribution Codes																
Column Headings: Code Description																
															NOTE: *=Returned Field	
APACSOW2	0	23	GLMAx	0	20	10	48	12	1	3	0	0		*	GL ACCT NO	2
															GL ACCT DESC	15
Window Title: General Ledger Inquiry																
Column Headings: GL Account Description																
															NOTE: *=Returned Field	
APBANKW1	0	17	BRBAx	0	17	14	44	9	0	0	0	0		*	BANK ID	2
															BANK DESCRIPTION	11
Window Title: Bank Account Inquiry																
Column Headings: Bank ID Bank Description																
															NOTE: *=Returned Field	
APCNVT	0	0	OSCNVT	0	3	3	30	15	0	0	0	0		*	Application	2
															Version	7
Window Title: Conversion verify file															File Name	15
Column Headings: Appl Version File Name																
															NOTE: *=Returned Field	
APEDT1W1	0	20	APTHx	0	20	3	45	10	0	0	0	0		*	TRAN NO	2
															VEND ID	9
Window Title: Transaction Inquiry															INVOICE NO	16
Column Headings: Tran No Vendor Invoice Date															INVOICE DATE	25
															NOTE: *=Returned Field	
APENRAW1	0	17	APRHx	0	7	5	58	10	0	0	0	0		*	PURCHASE NO	2

Global Inquiry Window List

Features

The Global Inquiry Window List provides information about each Global Inquiry window. This information is valuable if you are setting up windows and want a list of windows that have already been established.

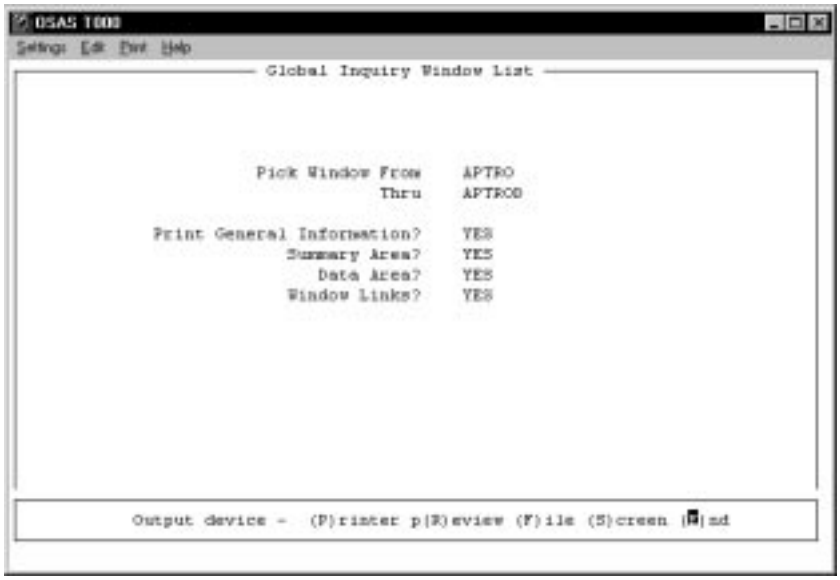
Reports

A sample Global Inquiry Window List is on page 11-30.

Screen Use

Screen	Description
Global Inquiry Window List	Use the Global Inquiry Window List screen to select the windows you want to list.

Global Inquiry Window List Screen



Field Definitions

Field Name	Description
Pick Window	Enter the range of windows you want in the list.
Print	Enter **Y** or **N** to indicate whether or not you want the list to include each type of information about the windows.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the list to a printer.
File	Select **F** to send the list to a file.
Screen	Select **S** to send the list to the screen.
End	Select **E** to change your selections or exit to the Master File Lists menu.

Saving and Exiting

After the list is produced, the Master File Lists menu appears.

Global Inquiry Window List

```
9:36 AM                                  Builders Supply                                  Page   1
06/09/1999                          Global Inquiry Window List
--------------------------------------------------------------------------------------------------

                                Accounts Payable Transactions

                                      General Information
                                      -------------------

Window   File        File  Topic  No of  Key   Key   Inclusion  Exclusion
  ID     Name          No    No   Flds   No    Len   Begin Len  Begin Len    Search Label     Search Pos    Search Len
--------------------------------------------------------------------------------------------------------------------

APTR0    APTHx         020   212    030  001   010    01   06

                                         Summary Fields
                                         --------------

   Name/Formula                    Type Description    Mask                Fld  Strt Len Row/Col Xref      Fld  Strt  Len
--------------------------------------------------------------------------------------------------------------------

1. VEND ID              0          1 Vendor                                008            01/01
2. TEMP;LAST PURCH DATE            3 Last Purch Dt                         008            01/28  APVEx   027       008
3. TEMP;AMT DUE                    2 Amount Due        -##########.00      008            01/52  APVEx   006       007
4. NAME                 0          1 Name                                  008            02/03  APVEx   002
5. TEMP;PURCH YTD                  2 Purch YTD         -##########.00      008            02/53  APVEx   012       007

                                            Data Fields
                                            -----------

   Name/Formula                    Type                Mask                Fld  Strt Len  Col  Xref      Fld  Strt  Len
--------------------------------------------------------------------------------------------------------------------

1. TRAN NO              0          1                                       001  001  004  01
2. TRAN TYPE            0          2                   0-                  002                 08
3. INVOICE NO           0          1                                       003  009  008  12
4. P O NO               0          1                                       003  001  008  22
5. INVOICE DATE         0          3                                       004                 33
6. =[11]:[14]                      2                   -##########.00                  007  43
7. PREPAID AMT          0          2                   -##########.00     015              59

Column Headings:  Tran Type  Inv No   PO No     Date      Inv Amount    Prepaid Amt

                                          Global Inquiry Links
                                          --------------------

   Description                Window ID Exclusion Ap. Define by  Fld/Pos/Val  Start  Length  Position  Record Test
--------------------------------------------------------------------------------------------------------------------
```

Tables List

Features

The Tables List shows the tables that are in any application and the information they contain.

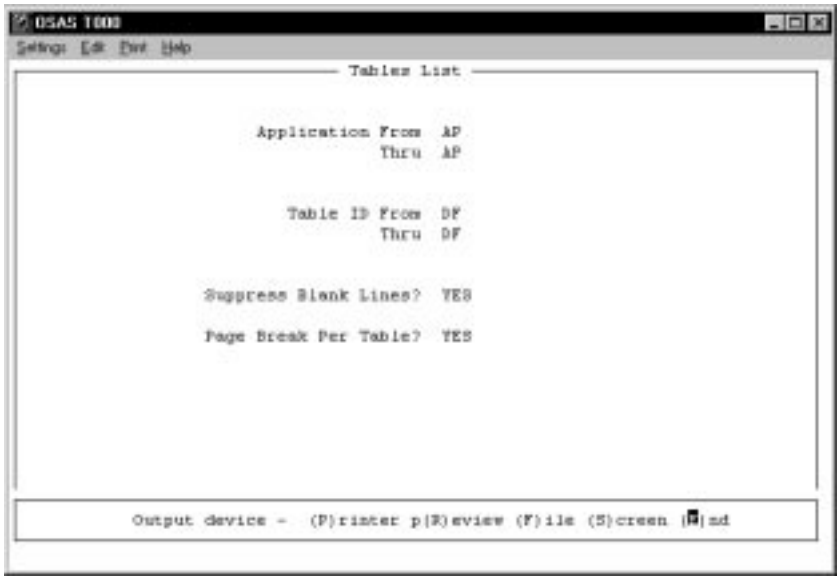
Reports

A sample Tables List is on page 11-34.

Screen Use

Screen	Description
Tables List	Use the Tables List screen to select the tables you want to list.

Tables List Screen



Field Definitions

Field Name	Description
Application	Enter the range of applications you want in the list.
Table ID	Enter the range of tables you want in the list.
Suppress blank lines?	Enter **Y** or **N** to indicate whether or not you want blank lines in the list.
Page break per table?	Enter **Y** or **N** to indicate whether or not you want each table to begin on a new page.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the list to a printer.
File	Select **F** to send the list to a file.
Screen	Select **S** to send the list to the screen.
End	Select **E** to change your selections or exit to the Master File Lists menu.

Saving and Exiting

After the list is produced, the Master File Lists menu appears.

Tables List

```
06/09/1999                    Builders Supply                    Page   1
10:17 AM                         Tables List
                          Accounts Payable Rd 23

 Table ID DF      Description Transaction Default Accounts
 No. of Columns   2 Column Length   12   Type  A

 FIELD      DEFAULT VALUE
 ---------- -------------
 WIP Account 1042
 INV Account 1044


 End of Report
```

Country Codes List

Features

The Country Codes List shows the country codes and the names associated with the codes that are on your system.

Reports

A sample Country Codes List is on page 11-38.

Screen Use

Screen	Description
Country Codes List	Use the Country Codes List screen to select the codes you want in the list.

Country Codes List Screen

Field Definitions

Field Name	Description
Pick	Enter the range of country codes and country names you want in the list.
Print By	Select the option by which you want to organize the list.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the list to a printer.
File	Select **F** to send the list to a file.
Screen	Select **S** to send the list to the screen.
End	Select **E** to change your selections or exit to the Master File Lists menu.

Saving and Exiting

After the list is produced, the Master File Lists menu appears.

Country Codes List

08/26/1999 Builders Supply Page 1
10:45 AM Country Codes List
By Country Code

Code	Country Name
AE	U.A.E.
AG	ANTIGUA
AI	ANGUILLA
AN	NL. ANTILLES
AO	ANGOLA
AR	ARGENTINA
AT	AUSTRIA
AU	AUSTRALIA
AW	ARUBA

End of report

Tax Locations List

Features

The Tax Locations List shows the tax locations and tax authorities that are on your system. The list also identifies the sales and tax collected for each tax class in each tax location.

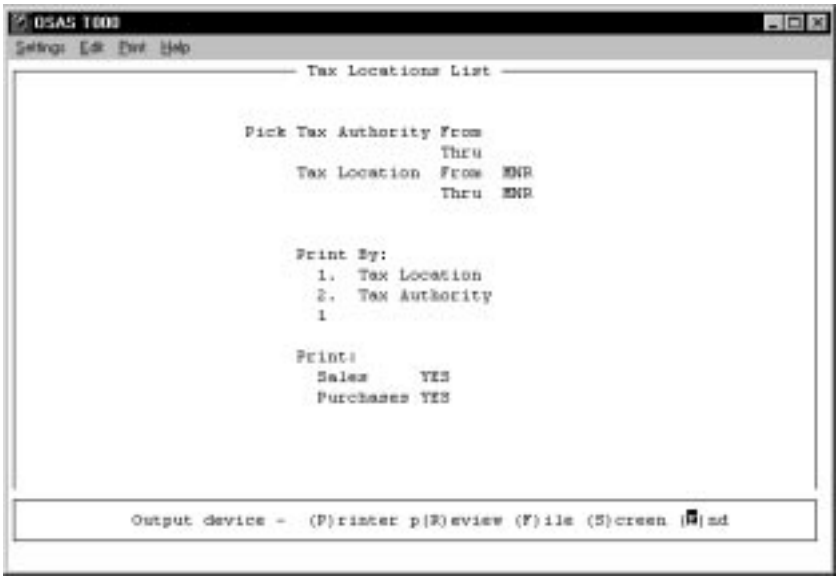
Reports

A sample Tax Locations List is on page 11-42.

Screen Use

Screen	Description
Tax Locations List	Use the Tax Locations List screen to select the tax authorities and locations you want in the list.

Tax Locations List Screen



Field Definitions

Field Name	Description
Pick	Enter the range of tax authorities and tax locations you want in the list.
Print By	Select the option by which you want to organize the list.
Print	Enter **Y** or **N** to indicate whether or not you want the list to include sales and purchases.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the list to a printer.
File	Select **F** to send the list to a file.
Screen	Select **S** to send the list to the screen.
End	Select **E** to change your selections or exit to the Master File Lists menu.

Saving and Exiting

After the list is produced, the Master File Lists menu appears.

Tax Locations List

06/09/1999 Builders Supply Page 1
10:21 AM Tax Locations List
By Tax Location

Tax Loc Name Level Tax Auth. Tax ID Tax Liability Tax Expense

MNR Minnesota - Resale 1 MN 23-876182734 2038

Tax Class	Description	Tax Per. Ref. Per.	Taxable	Nontaxable	Tax	Calculated	Over/Short	Refundable
00	Consumer Goods	6.500 Sales	.00	2290957.44	.00	.00	.00	.00
		.000 Purchases	.00	.00	.00	.00	.00	
01	Resale Sales	.000 Sales	.00	.00	.00	.00	.00	.00
		.000 Purchases	.00	.00	.00	.00	.00	
02	Exempt Sales	.000 Sales	.00	.00	.00	.00	.00	.00
		.000 Purchases	.00	.00	.00	.00	.00	
03	Ind/Agr Prod.	.000 Sales	.00	.00	.00	.00	.00	.00
		.000 Purchases	.00	.00	.00	.00	.00	
04	Interstate Comm	.000 Sales	.00	.00	.00	.00	.00	.00
		.000 Purchases	.00	.00	.00	.00	.00	
05	Motor Vehicles	.000 Sales	.00	.00	.00	.00	.00	.00
		.000 Purchases	.00	.00	.00	.00	.00	
06	Food Products	.000 Sales	.00	.00	.00	.00	.00	.00
		.000 Purchases	.00	.00	.00	.00	.00	
07	Clothing	.000 Sales	.00	.00	.00	.00	.00	.00
		.000 Purchases	.00	.00	.00	.00	.00	
08	Gasoline	.000 Sales	.00	.00	.00	.00	.00	.00
		.000 Purchases	.00	.00	.00	.00	.00	
09	Services	.000 Sales	.00	.00	.00	.00	.00	.00
		.000 Purchases	.00	.00	.00	.00	.00	
TOTAL FOR LOCATION MNR		Sales	.00	2290957.44	.00	.00	.00	.00
		Purchases	.00	.00	.00	.00	.00	

	Taxable	Nontaxable	Tax	Calculated	Over/Short	Refundable
GRAND TOTAL Sales	.00	2290957.44	.00	.00	.00	.00
Purchases	.00	.00	.00	.00	.00	

End of report

Tax Groups List

Features

The Tax Groups List shows the tax groups that are on your system.

Reports

A sample Tax Groups List is on page 11-46.

Screen Use

Screen	Description
Tax Groups List	Use the Tax Groups List screen to select the groups you want in the list.

Tax Groups List Screen

OSAS T000
Settings Edit Font Help
Tax Groups List
Pick Tax Group From MMR
Thru MMR
Output device - (P)rinter p(R)eview (F)ile (S)creen (M)ail

Field Definitions

Field Name	Description
Pick	Enter the range of tax groups you want in the list.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the list to a printer.
File	Select **F** to send the list to a file.
Screen	Select **S** to send the list to the screen.
End	Select **E** to change your selections or exit to the Master File Lists menu.

Saving and Exiting

After the list is produced, the Master File Lists menu appears.

Tax Groups List

```
06/09/1999                                  Builders Supply                                  Page   1
10:22 AM                                    Tax Groups List

                                                
```

Options and Interfaces List

Features

The Options and Interfaces List shows the options and interfaces for the applications that are on your systems and the information they contain.

Reports

A sample Options and Interfaces List is on page 11-50.

Screen Use

Screen	Description
Options and Interfaces List	Use the Options and Interfaces List screen to select the applications you want in the list.

Options and Interfaces List Screen

Field Definitions

Field Name	Description
Application ID	Enter the range of applications you want in the list.
Print Detail?	If you want a detailed list of information about the program and types of options available, enter **Y**; if not, enter **N**.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the list to a printer.
File	Select **F** to send the list to a file.
Screen	Select **S** to send the list to the screen.
End	Select **E** to change your selections or exit to the Master File Lists menu.

Saving and Exiting

After the list is produced, the Master File Lists menu appears.

Options and Interfaces List

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10:22 AM Options and Interfaces List
For Accounts Payable Rd 23

Option Number	Description	Value
001	Interface to General Ledger?	NO
002	Interface to Inventory?	NO
005	Interface to Job Cost?	NO
015	Interface to Bank Reconciliation?	NO
007	Post transactions in detail or summary?	DETAIL
009	Keep detail purchase history?	YES
011	Use additional descriptions?	YES
012	Copy additional descriptions from Inventory?	NO
013	Keep additional description in history?	NO
014	Allow printing of online checks?	YES
017	Keep summary purchase history?	NO
018	Use plain paper check stubs?	YES
020	Do you want to show a warning if duplicate invoice number?	YES
021	Do you want to force totals on exit of transaction entry?	YES

End of Report

System Messages A

***xx*CNVT.LOG - Error Log exists. Press ANY KEY to continue.**

The files you are trying to convert for an application have already been converted. If you must convert the files again, use the operating system commands to erase the specified file first.

Access code *xxxxxx* already exists.

You cannot have two access codes that are the same. Enter a different access code.

Access for file maintenance denied.

You are not authorized to use the File Maintenance function you are trying to work with.

Access Name *{access code}* Not On File

The name you entered is not on file. Enter a name that is on file, or use the **Inquiry** (**F2**) command to look up and select a name.

You must use the Access Codes function in Resource Manager to define an access code (see page 3-17).

Access to *{item}* Denied

Your access to the field, function, or command you are trying to use is restricted. If you have clearance to use it, enter your access code and password first.

All form classes must match on batch selected jobs.
Form class cannot be changed on a batch selection.
If selected form class doesn't match printer form class, job will not print.
Selected jobs will not print if the form class doesn't match the printer's current form class.

All the jobs you select to print in a batch must have the same form class. Select print jobs with the same form class, or print one job at a time if print jobs have different form classes.

A driver filename must be supplied when using Device Type 'doscon'.

The terminal you are trying to set up requires a value in the driver filename field.

Alpha Characters Not Allowed with Numeric Field Mask

You cannot use letters in a math formula for a field whose mask is numeric. Remove the letters or change the mask.

Application information not found.

The media you are trying to install does not contain the files required for installation. If you are installing from a diskette drive, make sure that you have inserted the correct diskette. If you are installing from a CD-ROM drive, make sure the CD is in the drive and try again.

Application is not flagged as installed.
Application *xx* does not exist.

You must install the application before you can create or convert files for it.

Application not installed for this company.

You cannot change options and interfaces for an application that is not installed for the company. Install the application, create or convert files, and then run the function again.

Application version must be greater than or equal to x.xx.

Installing this version number may cause compatibility problems throughout your system.

BASIC ERROR = *nn* HOST ERROR = *xxx* LINE = *nnnn* PROGRAM = *xxxxxx*
BASIC ERROR = *nn* LINE = *nnnn* PROGRAM = *xxxxxx*

A serious error has occurred. Write down the information that is displayed and get help from a support technician.

Beginning date is not immediately after ending date of previous period.

Dates must not be missing between the ending date of one period and the beginning date of the next period. Change the dates of the periods.

Cannot change this option. Change option *xxxxxxxx* to *xxxxxxxxx*.

You must change the option in the message before you can change the option you are working with.

Cannot find *terminal type*.

The terminal type or termcap entry you specified is not in the termcap file. Enter a different terminal type.

Cannot open print device - *device name*.

The printer you specified cannot be accessed now. Make sure that the printer is online. If you want to quit without printing, press **Ctrl-Break**.

Cannot rebuild this type of file.

You cannot use the Rebuild/Verify function for the file you selected.

Cannot Perform Calculations With Strings

A string is a set of literal characters within quotation marks. You cannot use string variables in a formula (for example, “SALES” + F1[1]).

Changing the column length may alter the display of data.

If you change the column length, the data will be reorganized to fit that column length, which may produce undesirable results.

Changing the number of columns may alter the display of data.

If you change the number of columns, that data will be reorganized into the number of columns you specified, which may produce undesirable results.

Column must be between 1 and 78.

The position of the column must be in the range 1 through 78. Enter a number in this range.

Could not find any valid source files for this application.

The directory you specified for the files you want to convert does not contain files for the application. Enter the correct directory name.

Data files exist. Do you want this task to erase them? (Y/N)

Data files exist for the application you are trying to convert. Enter **Y** if you want the data files for the application to be erased. Enter **N** if you want to abandon the operation.

Data files exist for this company - cannot delete.

You cannot delete the company from the system because it has data on file. Use the appropriate operating system command to back up and delete the files from the data directory. Then delete the company.

Device ID '*xxxx*' already exists.

You cannot use the same ID for more than one device. Enter a different ID, or exit from the function and edit the device ID you specified.

Directory does not exist.

The directory you specified for the files you want to convert does not exist. Enter a different directory name.

Disk drive not ready.

The system cannot access one of the disk drives to find the file it is looking for. Make sure that the door to the diskette drive is closed.

Display Mask Does Not Fit on Screen

The size of the display mask is larger than the screen holds. Try to place the field farther away from the right side of the screen in the EIS Dashboard Editor function.

Do you want a printout of the error log after each application? (Y/N)

If you want to produce a copy of the error that occurred during conversion after each application has been converted, enter **Y**; if not, enter **N**.

Each column's position must be greater than any previous.

You must enter a position for the window column that is a higher value than that for a column you entered previously.

Empty Screen. Press <Enter> to load a Different Screen

The screen does not have any fields to be displayed. Use the EIS Dashboard Editor function to add one or more fields to the screen, or load an EIS Dashboard.

Error Found in Formula

You have made a syntax error in the field's math formula, probably because you violated a math rule.

Error in window definition.

You defined a window incorrectly. Make sure that the fields are the correct type (numeric or string), the field lengths are correct, the starting and column positions are within the limits, and so on. Then enter the window definition again with the correct values.

Error log messages exist. Press a key to get output device selections.

After you press a key, you can select the output device you want to use to produce a copy of the error log.

Existing record length exceeds new record length.

When you change the file size, you cannot specify a record length that is smaller than the length of the existing data record. Enter a larger record length.

Error opening the SYSGUI channel, please check and make sure you have setup the X0 Device in your config.bbx file.

You will get this error if you select a GUI menu and you have not setup X0 SYSGUI in your config.bbx file. Enter the following line into your config.bbx file:

alias X0 SYSGUI

File cannot be locked.

You cannot rebuild or verify the file you selected because the file is open at another workstation.

Field ID *{}* Is Not on File
Field ID *{}* Not Found

The field you entered is not on file. Enter a field that is on file, or use the **Inquiry** (**F2**) command to look up and select a field. To define a field, use the Field Definitions function.

Field *{}* is Invalid

The field is not valid because you entered a function incorrectly in the math editor. It recognizes functions in the format F*n*[*m*].

Field *{}* Is Not Defined As Numeric

The function you are assigning to the field ID returns alphanumeric values. The display mask accepts numbers only. Change the display mask, or use a function that returns numeric values.

Field Setup Not Defined

You cannot assign setup types to a field whose setup ID is not defined. You might have made a typographical error when you assigned the setup ID to a field.

Enter the field ID in the Field Definitions function and enter an existing setup ID, use the **Inquiry** (**F2**) command to look up and select an ID, or define this setup ID in the Setup function.

Field Will Overlap Other Fields

If you place the field too close to another field, its information will overlap the adjacent fields.

First and Last Characters Must Be Quotation Marks

If you return literal values (with quotation marks), the first and last characters must be quotation marks. Otherwise, you have an odd number of quotation marks or you are trying to use strings. The math editor does not recognize either situation.

Remove the quotation marks or use them as the first and last characters.

Function *{}* Does Not Return Element *{}*

A math editor cannot return a function element that does not exist. (An element is a line number for a setup ID.) For example, if APBAL has two setup IDs, you cannot make the math editor return F1[3], since element number three does not exist.

You cannot enter an element of 0, greater than the number of elements the function recognizes, or a decimal.

Function ID *{}* Is Not on File
Function ID *{}* Not Found

The function you entered is not on file. Enter a function that is on file, or use the **Inquiry** (**F2**) command to look up and select a function.

To define a function, use the Functions function after you have coded the function in Business BASIC.

Function *{}* In Field *{}* Is Not Defined

The formula uses a function that has not been defined. Change the field definition to use a different function.

Function *{}* Not Fully Defined

The function you are trying to use does not use a setup type; a setup type must be used.

Function Number Missing From Field *{}*

You did not specify a function in the formula for the field definition. For example, you might have written F[3] instead of F1[3].

Filename information not found.

The media you are trying to install does not contain the files required for installation. If you are installing from a diskette drive, make sure that you inserted the correct diskette.

***filename* is missing from queue. Cannot archive.**

The print job you are trying to archive does not exist. It may have been deleted from the queue. Check the filename and try again.

***filename* is missing from queue. Cannot search.**

The print job you are searching for does not exist. It may have been deleted from the queue. Check the filename and try again.

File type not supported.

You cannot use the Change File Size function to change the size of an indexed or string file.

fs load error = n
bbx: unable to open channel n
ERROR - A BBx error has occurred

You cannot start the accounting software with a terminal ID that is not set up in your config.bbx file. Make sure that the config.bbx file is on your system, and start OSAS with a different terminal ID. If the problem persists, get help from a support technician.

Global string '*xxxxxxxxxxxx*' is not defined.

The user mask you entered is not set up in memory. Check the name and enter a different user mask.

History Not Selected in Options Table

The History option is not valid if the Keep Values File History switch is set to NO in the Options and Interfaces function in Resource Manager (see page 3-13).

Incompatible enhancement.

The enhancement you are trying to install is incompatible with a previous enhancement. Contact the reseller who sold you the enhancement.

Insufficient memory available.

Your computer does not have enough memory available to use the function. If you have RAM-resident utilities (such as a keyboard enhancer or a desk organizer), unload them and try the function again. If you still get the message, see your dealer about purchasing more RAM for your computer.

Invalid characters in company ID.

The character you entered is not a valid filename in the operating system.

Invalid *xxxxxxx* command found in the OSxxx.txt file.

You have a bad command in the backup or restore file displayed.

Invalid date - *format.*

The date you entered does not conform to the date format that is used on your system. Enter the date again, using the format shown in the message.

Invalid device ID.

The device ID you entered is not valid. When you set up a terminal ID, it must begin with the letter *T*; when you set up a printer ID, it must begin with the letter *P* or *L*; and when you set up a plotter ID, it must begin with the letter *D*.

Invalid Element *{}* In Field *{}*
Invalid Function Number *{}* In Field *{}*

The formula has an invalid element or function number.

Invalid entry.

The information you entered is not valid. Enter the data correctly.

Invalid Time

The format is hh:mm.

Invalid version number please enter again.

The version number you entered is not valid. Enter a different version number.

Invalid workstation ID.

The system does not recognize the workstation ID you entered. Enter a different workstation ID.

Mask format error, use *mask*.

The data you entered does not fit the format for the field. Enter the data again, using the format shown in the message.

Math expression does not contain matching parentheses.

The data name you chose is invalid in this window definition.

Move to New Location and Press Enter

Move the cursor to the spot on the EIS Dashboard where you want the left edge of the field to appear, and press **Enter**.

Memo accounts are not allowed.

The GL account you entered cannot be set up as a memo account in General Ledger.

Must build 'CNVT*xxx*' table to validate period entry.

Access the Period Setup function and fill in the lower half of the screen, which includes the period beginning and ending dates.

Must build OPT table first.

The application you are working with does not have an OPT table. Use the Application Tables function to create one.

Must define base window definition first.

You must define the base window before you can create an alternate inquiry window definition. Enter a window ID without a character in the ninth position and create it first.

Must enter Copy From ID.

This function requires that you enter a Copy From ID to create a new record.

Must enter country code.

You cannot create a blank country code.

Must enter numeric value.

The data you entered must contain only numbers.

Must Enter Valid Date

The format is mm/dd/yyyy.

Must Enter Valid Time

The format is hh:mm.

Must enter (Y)es, (N)o, or an enhancement ID.

You cannot leave this field blank. Enter **Y**, **N**, or an application enhancement ID.

No application installed for this company ID.

No applications are installed for the company you selected. Select a different company ID, or create the application files for the company before you try the function again.

No applications to convert.

You did not enter any applications to convert. Enter the IDs of the applications whose files you want to convert.

No conversion program found for this application.

You cannot convert files for the application, or the conversion program is missing from your system. Choose a different application to convert, or copy the conversion program to the application's program directory.

No data directories are defined.

You did not specify the directory that contains your data files. Use the Directories function to specify the directory.

No Fields in Formula

A formula must contain at least one field.

No OSCODE File. Setup Company Access Codes First

You must set up access codes through Resource Manager before you set them up in EIS. (See page 3-17.

No help records matching this field name.

The help record you specified does not contain any descriptive text. Enter a different help ID.

No jobs have been selected for batch processing.

Before printing jobs that are in the queue, you must select at least one print job to be included in the batch by using the **B** command.

No options found for this application.

The application you selected has no options.

No source files found for *xx*.

The source files were not found for the application you are working with. Check the directory that contains the files to be converted for the proper source files.

No unprinted suggestions match print selections.

The suggestions you entered have already been printed.

Number of columns must be greater than 4.

The window must be more than four columns wide.

Number of rows must be greater than 4.

The window must be more than four rows long.

Options and Interfaces *program* not found.

The system cannot access the program that is used to set options and interfaces for the application. Choose a different application, or make sure that the application is installed properly before you try again.

Path: pathname cannot be created/accessed.

The pathname you specified cannot be created or accessed. Enter a different pathname to create, or use the Application Information function to ensure that the application is installed properly. Then try the function again.

Print Manager is unable to locate the print file *filename*.

Check the name of the print job you are trying to print and try again.

Possible Invalid Characters in Mask

You have entered characters other than X or 9 in the mask.

Record is in use.

Another terminal on your system is using the data record you are trying to access. Wait a few minutes and try again.

Record not in file.

The record identified by the data you entered in the field is not in the file. Enter a different value in the field.

Removing Resource Manager is not allowed.

You cannot remove Resource Manager from the system.

Screen Definition File *{filename}* Not Found

You cannot load a screen that is not on file. Use the **New Screen** command to define a screen, load an existing screen, or use the **Inquiry** (**F2**) command to look up and select a screen.

Screen Definition File *.SCR Will Be Deleted

After you use the **Delete Screen** command, use the **Proceed** (**PgDn**) command to verify the deletion.

Setup ID *{filename}* Is Not on File

The setup ID you entered is not on file. Enter an ID that is on file, or use the **Inquiry** (**F2**) command to look up and select an ID.

Sharing violation reading drive <drive>Abort, Retry, Fail.

You are trying to load multiple OSAS sessions too quickly. Press **A** to abort the process, exit from all Windows sessions and Windows itself, and reboot your computer. Then try again—make sure that each OSAS session is fully loaded before you load another OSAS session.

Source directory cannot be an OSAS directory.

You must enter a directory that is not used by OSAS. Create a directory to convert from and enter it as the source directory.

Spool file *filename* is in use. Press Enter to abort.

Someone else is using the file you are trying to access. Try again later.

Starting column must be less than 75.
Starting column plus number of columns must be less than 80.

The starting position of the window you create cannot be beyond screen column 74, and the last column in the window cannot extend beyond column 79. Make the window smaller, or position the first column farther left.

Starting row must be less than 20.
Starting row plus the number of rows must be less than 25.

The starting position of the window you create cannot be below screen line 19, and the last row of the window cannot extend beyond line 24. Make the window smaller, or position the first row higher.

Suggestion *xxxx* not on file.

The suggestion number you entered is not in the Suggestions file.

The current period is invalid. Must be between 1 and x.

The current period you entered is not valid with the number of periods/year. Enter a number that is less than or equal to the number of periods/year.

There are no options or interfaces for this application.

The application you entered does not have any options or interfaces. Make sure that the application is installed on your system and that the data files have been created or converted.

The version entered is less than any available conversion programs.

The version you specified has no conversion program.

This application has violated system integrity due to an invalid general protection fault and will be terminated. Quit all applications, quit Windows, and then restart your computer.

You are trying to load multiple OSAS sessions too quickly. Press **A** to abort the process, exit from all Windows sessions and Windows itself, and reboot your computer. Then try again—make sure that each OSAS session is fully loaded before you load another OSAS session.

Thru value cannot be less than From value.

When you specify a range of items for a report, the ending value (Thru) cannot be less than the beginning value (From).

Unable to Create Directory.

The system cannot create the directory you specified. Check the drive letter and the spelling of the pathname and try again.

Unable to Delete *{screen name}*

You cannot delete the screen. Check whether the screen is under restricted access.

Unable to execute program *program*.

The system cannot run the program you selected from the menu. Make sure that the program file shown in the message is present in the application's program directory; then select the function again.

Unable to load company information.

The system cannot access the company information file. Someone may be using the Company Information function. Try again later. If the situation persists, get help from a support technician.

Unable to load menu record record from file *file*.

The menu record for the application is not in the menu file, or the menu file is missing. Make sure that the application is properly installed and try again.

Unable to load PREFIX information.

In the LAN and Windows versions make sure that SHARE was executed during system startup. If you get this message again in the LAN, Windows, and UNIX/XENIX versions, someone may be editing the directory records or application information files. Try again later. You can get more help from a support technician.

Unable to load workstation information.

In the LAN, Windows, UNIX/XENIX versions the system cannot access the workstation records. Someone may be editing these records. Try again later. If you get this message again in the UNIX/XENIX version, make sure that SHARE was executed during system startup. You can get more help from a support technician.

Unable to lock - file in use.

You cannot run a function that must lock a file that is being used by another workstation on your system. Try the function again when no one else is using the file.

Unable to open file.
Unable to open - file in use.

The file you are trying to use is locked at another terminal on your system, or the file is corrupted. Wait a few minutes and try again. If the condition persists, get help from a support technician.

Unable to print to device.

The system cannot access the device you are trying to print to. Make sure that the device is online; then try again.

Unmatched Parenthesis Found in Formula

Every left parenthesis must have a right parenthesis, and vice versa.

Unmatched Quotation Marks Found in Formula

You must have an even number of quotation marks in a formula.

Version number must be equal to or greater than installed application.

You cannot install an earlier version of an application over a more recent version.

Version number too large.

The version number you entered is too large. Check the version number and try again.

Warning: invalid date entered.

The date you entered is not valid. The month you entered does not end with the day specified.

Warning! Setup Type *{}* Not Used!

When you establish a setup ID, you usually want to use all the available setup types. If you do not, this message appears.

You can bypass the message, but be careful if you do. Some functions do not work properly or produce the correct information if setup types are missing. In general, assign all the possible setup types to a setup ID.

Warning: 'RMPD*xxx*' table does not exist. Entry here will add table.

The RMPD*xxx* table has not been set up. Press **Enter** to create a new table.

Width of window data is greater than window size.

Because the data you selected to appear in the window is wider than the window size you defined, the window data will be truncated.

Window *xxxxxxxxx* not on file.

The window ID you selected is not in the Definitions file for the application.

You must enter a version number.

You cannot proceed with the conversion until you enter a valid version number.

File Descriptions B

xxAPPL.TXT (Application Information)

The xxAPPL.TXT file stores information about the applications to be installed on the system.

xxDATA (Data Information)

The xxDATA file stores the data file information for applications. This information is used to create files during installation, rebuilding/resizing files, and printing the Data File Allocation Report.

xxFILES.TXT (Installation Copy Program)

The xxFILES.TXT file determines which files to copy and when to prompt for another application volume during installation.

xxFRST.TXT (First Program Instructions)

The xxFRST.TXT file stores BB^{X} statements that perform special functions before the installation of an application.

xxHELP (Help)

The xxHELP file stores all the help screens for fields in all the applications. When you use the **Help** (**F1**) command in a different application, the information is accessed from this file.

xxLABEL.TXT (Label)

The xxLABEL.TXT file stores the application name and copyright information. The label information is used to verify that the appropriate installation media is installed, and the copyright information is merged into the system copyright file.

xxLAST.TXT (Last Program Instructions)

The xxLAST.TXT file stores BB^{X} statements that perform special functions after the normal installation of an application.

xxMN (General Menu)

The xxMN file stores the menu records to be displayed on the screen for a company or an application.

xxMSG (Message)

The xxMSG file stores the system messages for all applications. To view or change system messages for an application, use the System Messages function.

xxOI (Options and Interfaces Definition)

The xxOI file stores records with Option definitions and application links for a single application.

xxSWCH (Options Linkage Instructions)

The xxSWCH file stores the instructions that apply to a particular application and sets the option switch of another application to the same value.

xxTB (General Table)

The xxTB file stores information that is relevant to each application. For example, the general table records contain information such as the table ID, number of columns, table type, and table data.

xxWIND (Window Definition)

The xxWIND file stores information needed to display an inquiry window. The information from this file is then used by GENWIND.PUB to create an inquiry window.

CNVTLOG (Conversion Log)

The CNVTLOG file stores the errors that occurred during conversion.

EIFDDTA (Field Definition Data) file

The EIFDDTA file stores the field IDs and descriptions. It also stores the functions and setup records needed to generate each field. Each field ID corresponds to a field value in the EIVAL file.

EIFDHDR (Field Definition Header) file

The EIFDHDR file stores each field's ID, mask, description, and math formula. It also stores the value, date and time, terminal, and error type of the field's last calculation.

This information is displayed when you use the **View** command on the EIS Dashboard. You can use the Field Definitions function to change the ID, mask, description, and math formula.

EIFUDTA (Function Data) file

The EIFUDTA file stores each value returned by a function. A function can return several values. Use the **Recalc** or **Global** command on the EIS Dashboard or the Global Dashboard Update function to make a field return a value.

EIFUHDR (Function Header) file

The EIFUHDR file stores such information as the ID and description of each function. Use the Functions function on the File Maintenance menu to enter the ID and description of a function.

EIHIST (Field History) file

The EIHIST file stores field values and the dates and times that the field was updated. If you save an EIS Dashboard to history, values from the fields are saved here. The EISCR file saves only the EIS Dashboard's ID and title.

The information is retrieved from the EIHIST file when you produce the Dashboard History Report.

EISCR (Screens) file

The EISCR file stores a list of the stored EIS Dashboard IDs and descriptions. This information is updated when you build or save the layout of an EIS Dashboard and is retrieved when you load an EIS Dashboard.

The values from an EIS Dashboard are not stored here; they are stored in the EIHIST file because the system does not distinguish between one field and a group of fields. When you save an EIS Dashboard, the values of the fields are sent to the EIHIST file as though you had saved each field individually. Only the ID and title of the EIS Dashboard are stored in the EISCR file.

EISTDTA (Setup Data) file

The EISTDTA file stores the data retrieved from each setup ID when a field value is recalculated. The data includes the type and From/Thru information. When you define a function, you use setup IDs to specify the type of information you want returned and the range within those types (for example, a cash balance for one company or a range of companies). The information is stored here and retrieved when you define a field.

EISTHDR (Setup Header) file

The EISTHDR file stores the setup ID headers and user-defined information to be used by a function for calculation. When you define a function, you use setup IDs to specify the type of information you want returned and the range within those types (for example, a cash balance for one company or a range of companies). The actual data is stored in the EIVAL file.

EITB (Tables) file

The EITB file stores the settings you entered in the Options and Interfaces function in Resource Manager for EIS. (See the *Resource Manager User's Manual*; use EI as the application ID.) This version of EIS uses only two switches in the OPTxxx table and none in the OP2xxx table. EIS recognizes only these two tables.

EIVAL (Calculated Values) file

The EIVAL file stores each value that is displayed on an EIS Dashboard, the terminal that last updated the value, and the last update date and time.

When the functions calculate a value, the data (including the system date and time) is sent to this file. The EIS Dashboard function retrieves the data and sends it to the screen. When you use the **Recalc** or **Global** command on an EIS Dashboard or the Global Dashboard Update function, the information is stored here.

OSAPPL.DOS and OSAPPL.UNX (Application)

The OSAPPL.* files store information about individual applications. Resource Manager uses the files during installation and to control the Applications menu. The OSAPPL.DOS file is used on Windows systems, while the OSAPPL.UNX file is used on UNIX and Linux systems. One or both files may be used depending on the operating systems you use with OSAS. In mixed client/server environments, the UNIX terminals use the OSAPPL.UNX file for program path information and the Windows workstations use OSAPPL.DOS.

OSBUF.TXT/OSREF.TXT (Backup/Restore—disk)

The OSBUF.TXT and the OSREF.TXT files are text files that contain the command to back up or restore files from a diskette. Refer to the Backup/Restore Commands screen for more information.

OSBUT.TXT/OSRET.TXT (Backup/Restore—tape)

The OSBUT.TXT and OSRET.TXT files are text files that contain the command to back up and restore files from a tape. Refer to the Backup/Restore Commands screen for more information.

OSCL (Workstation Colors)

The OSCL file stores information about the color sets used for a workstation's 14 windows and screens. Set up the colors of your workstation through the Colors function.

OSCN (Country)

The OSCN file stores such information about countries as the country code and the name of the country.

OSCNVT (Conversion)

The OSCNVT file is used to compare the new application conversion and data files with the current application files. This file is used to determine what version is on the system.

OSCNVT.HDR (Conversion Header)

The OSCNVT.HDR files stores general conversion information.

OSCODE (Access Codes)

The OSCODE file stores such access code information as the access name, menu type, program, menu parameter, and access code for each user. If no access code exists for a company, all the menu selections are valid. If an access code exists for a company, the information is stored in the OSCODE file. Set up access codes through the Access Codes function.

OSCOMP (Company)

The OSCOMP file stores the company names, addresses, and numeric mask defaults associated with company IDs. Each time a new company ID is defined in the Company Information function, a record is added to this file.

OSCOPR (Copyrights Messages)

The OSCOPR file stores copyright messages for applications, enhancements, and add-ons.

OSDE (Device Setup)

The OSDE file stores information needed to construct a maintenance screen for the Devices function.

OSDF (Workstation Defaults)

The OSDF file holds information about the default values used for each workstation: toggle defaults, field defaults, and directory defaults. Set up defaults on your workstation through the Defaults function.

OSER (Error)

The OSERxxx file stores information about BASIC errors that occur during normal operation. Use the Error Log function to produce a list of the errors.

OSFRM (Application Form Type)

The OSFRM file stores form types for the OSAS applications installed on your system.

OSINFO.DOS and OSINFO.UNX (System Directories)

The OSINFO.* files store information that is unique to the entire OSAS system on a certain operating system:

- installation/backup device
- main program directory
- three data directories
- Report Writer data directory
- sample data directory
- system files directory
- utilities directory

- The OSINFO.DOS file is used on Windows systems, while the OSINFO.UNX file is used on UNIX and Linux systems. One or both files may be used depending on the operating systems you use with OSAS. In mixed client/server environments, the UNIX terminals use the OSINFO.UNX file for path information and the Windows workstations use OSINFO.DOS.

OSKY (Workstation Keyboard)

The OSKY file stores information about the keyboard values used for each workstation. Set up your keyboard through the Keyboard function.

OSMN (Other Commands Menu)

The OSMN file stores the Other (F4 twice from a menu, F4 once from a field) Commands menu for each company.

OSMNxxx (Main Menu)

The OSMNxxx file stores the menu records displayed on the screen for an application. The main menu for a single company is updated when data files are created, the main menu is edited, or an application is removed from the system.

OSORDER (Forms Information)

The OSORDER file stores form information for the OSAS applications installed on your system.

OSPRN (Application Form Printer)

The OSPRN file stores form printer information.

OSRD (Reorder Detail)

The OSRD file stores line items for the Forms Reorder function.

OSRH (Reorder Header)

The OSRH file stores header information for the Forms Reorder function.

OSTD (Temporary config.bbx Detail)

The OSTD file is a temporary file that stores detailed information about a device in the config.bbx file. This file is built and removed in the Devices function.

OSTM (Temporary config.bbx Master)

The OSTM file is a temporary file that stores the master list of devices in the config.bbx file. This file is built and removed in the Devices function.

OSVAR (VAR Information)

The OSVAR file stores the dealer and support information you enter in the Support Information function.

PMARCxxx (Archive)

The PMARCxxx file stores archived print jobs.

PMCLASS (Printer Class)

The PMCLASS file stores the last form class the printer used.

PMHSTxxx (Transaction History)

The PMHSTxxx file stores transaction history. This file is cleared when you use the Purge Transaction History function.

PMMENxxx (Login Activity)

The PMMENxxx file stores user login activity.

PMOPTxxx (Parameter)

The PMOPTxxx file stores the parameter defaults you enter in the Parameter Maintenance function.

PMQUExxx (Active)

The PMQUExxx file stores active print jobs.

PMSIZxxx (Form Class)

The PMSIZxxx file stores the form classes you set up in the Form Classes function.

RMCDxxx (Tax Class Code)

The RMCDxxx file stores tax classes and descriptions. When you set up tax locations, you assign a percentage and other information to each tax class. The file is set up through the Tax Classes function.

The RMCDxxx file is used only by Accounts Receivable but is stored in Resource Manager so that it can be of future use to other applications.

RMDEVDEF (Device Definitions)

The RMDEVDEF file stores sample device names that are used as an inquiry window during device maintenance.

RMDRVDEF (Driver Definitions)

The RMDRVDEF file stores terminal and plotter driver filenames that are used as an inquiry window during device maintenance.

RMGIDEF (Global Inquiry Definitions)

The RMGIDEF file stores information and filenames that are used as an inquiry window during global inquiries.

RMPRNDEF (Printer Definitions)

The RMPRNDEF file stores the default printer definitions that are used as an inquiry window during device maintenance.

RMTDxxx (Tax Location Detail)

The RMTDxxx file stores such tax location detail information as the percentage rates and tax expense account.

RMTHxxx (Tax Location Header)

The RMTHxxx file stores the tax location header information.

RMTXxxx (Tax Locations)

The RMTXxxx file stores such tax location information as the tax authority, tax ID, amount of taxable and nontaxable sales, tax collected for each location, and GL account that sales taxes are posted to from other applications.

RMUCxxx (User Comments)

The RMUCxxx file stores the comments you enter in the User Comments function.

RMUIxxx (User ID)

The RMUIxxx file stores descriptions of user IDs for the User Comments function.

SUGGEST (Suggestions)

The SUGGEST file stores the suggestions entered through the Other Commands menu. Suggestions might include enhancements to the software that you would like to see.

Common Questions C

Note

For the latest answers to OSAS-related questions, see our website at www.OSAS.com/support/osas/faq

Which interpreters work with Windows?

XW - Microsoft Windows 95, 98, and NT
XY - Microsoft Windows Netware Client

My customer is running multiple servers (Windows 95/98, Windows NT, Novell, etc.) on the same network. Will there be any problems installing OSAS for Windows?

As long as OSAS is installed on a supported server—Windows 95/98, Windows NT 3.51 with service pack 5 or 4.0 with service pack 5, or Novell 3.2, 4.11, or 5.0—there should be no problems.

My customer is using Windows 95/98 as workstations, what network does OSAS for Windows run on?

Windows 95/98, Windows NT 3.51 with service pack 5 or 4.0 with service pack 5 with the XW interpreter, and Novell 3.2, 4.11, and 5.0 with the XY interpreter.

What workstations are supported for OSAS for Windows?

OSAS for Windows supports workstations running under Windows 95/98 and NT, 3.51 Workstation with service pack 5, NT 4.0 Workstation with service pack 5.

When I use continuous forms with a sysprint device, why is there an extra form feed after the alignment mark?

When you print to a spooled printer, Windows automatically generates a form feed. Printing an alignment mark requires opening and closing the printer, which triggers a form feed through Windows. Turn the alignment mark off through Form Codes in Resource Manager. If you wish to print direct with out the form feed, you need to set up a device in OSAS that will print to the local port (for example, /dev/ltp1 for Windows 95/98 and lpt for Windows NT) and the windows print driver needs to print directly to the port.

What's the best way to make changes to my CONFIG.BBX file?

The Resource Manager Devices function is designed so that the ALIAS parameters and STBLEN values are automatically adjusted for you.

Why do my laser forms not align?

Printers have different drivers that cause forms to align differently. See Appendix D on aligning laser forms.

When I close Print Preview window, an Error 2 screen appears and printing stops.

Let the print job finish before you close the print preview screen. OSAS needs the preview screen to remain open while the program completes the operation.

When I choose my SYSPRINT printer, non-legible characters are output. What can I do?

Try changing the FONT setting for hte printer in the CONFIG.bbx file. Under the Devices menu (see page 2-11) and select **YES** to overwrite. Select the appropriate printer and enter **"Courier New"** (including the quote marks). Save you changes and test your printer. If Courier New does not fix the output problem, try several other fonts.

The graphics on the console are not displayed correctly on SCO Open Server 5. What is wrong?

SCO Open Server 5 sets the console device to be IBM terminals instead of ANSI terminals. Enter **mapchan -n** into the .profile file.

Print Manager

How can I access the Print Manager command letters and their functions?

The commands are displayed when you use the **Help** (**F1**) command. When you know which command you want to use, use the **Exit** (**F7**) command on the Help screen. Then enter the command.

Do the same access codes in OSAS apply to Print Manager?

Yes. If you do not have access to an OSAS function, you will not be able to access a print job that was produced using that function.

How can I make Print Manager print reports without supervision?

You can use the **B** (**Batch**) command to mark the reports you want to print. The reports you want to print in the batch must have the same form class. Then use the **P** (**Print**) command to print the jobs you selected.

Does the form class configure the printer for the form I selected?

No. The form class assigned to the print job reminds you to verify that the proper paper or forms are loaded in the printer, but it does not configure that printer.

Can I print more than one copy of a selected print job?

Yes. After you have selected the batch and used the **P** (**Print**) command, enter the number of copies you want to print in the Control window that appears.

EIS

What is a function?

A function is a small program that calculates data from a file and returns one or more values. Use the Functions function on the File Maintenance menu to define the values in the function. You can display the data straight from the function, or you can use the **Math formula** command to manipulate the data the function provides from one or more functions to calculate an original value. You must supply a setup ID for the function to summarize the information correctly.

What does the word *Global* mean?

On an EIS Dashboard the **Global** command recalculates the fields on only the current EIS Dashboard. The Global Dashboard Update function recalculates all the fields in the system.

What is the difference between the Recalc and Global commands?

Use the **Recalc** command to recalculate the value only in the highlighted field. Use the **Global** command to recalculate all the values on the EIS Dashboard.

How do I select two noncontiguous accounts from a file?

Enter two ranges in the setup ID: one for only the first account and another for only the second account.

How often is the Field History file updated?

History data is stored when you run the Global Dashboard Update function with the Save History flag set to YES.

How can I rename an EIS Dashboard?

You can load the EIS Dashboard in the EIS Dashboard Editor function and save it as a different screen ID. If you do not want the screen to be labeled under the original screen ID, use the **Delete Screen** command in the EIS Dashboard Editor function to remove it.

How can I find out the last time a field was recalculated?

Move the cursor to the field on the EIS Dashboard and use the **View** command. The date and time the field was last calculated is displayed on the View screen. The terminal ID of the workstation where it was recalculated is also displayed.

How can I change the default screen that appears when I select the EIS Dashboard?

Use the Workstation Defaults function in Resource Manager to enter the screen ID in the Dashboard field. That ID becomes the default screen.

How can I keep other users from seeing particular fields here and there?

Use the Access Codes function on the File Maintenance menu to assign access to users for each field defined in the Field Definitions function. A string of Xs appears if a user does not enter the right code. (Before you can use the Access Codes function, you must set up access codes using the Access Codes function on the Company Setup menu. See page 3-17 for information.)

Laser Alignment Notes D

Printing Forms

Ordering

Forms are loaded into printers face up or face down. When you order forms for a printer that loads face down, the order must be reverse collated. Request this when ordering.

Laser Printer Alignment Tips for Forms

To make sure lines and characters are aligned properly when printing any form to a laser printer, you must set the default lines per page to 60. This will ensure the lines will not creep up the form. Follow these steps:

1. Select the printing menu from your printer control panel.

2. Press the item button until the FORM=## LINES choice is displayed. The ## must be 60.

There are many discrepancies in the way different laser printers print. Some print higher or lower than others as well as left to right. Open Systems has two HP4si LaserJets, and we have found discrepancies in the way they print. This difference left and right is usually slightly less than one character, and can only be resolved by programming code to shift one full character at a time. Similarly, the difference up and down is usually slightly less than one line, and can only be resolved by programming code to shift one full line at a time. However, you may be able to send printer commands through the config.bbx file to properly align characters and lines.

Always print one form at a time until you get the alignment you like.

Note

Making these changes will affect all OSAS forms to that particular alias. Make a copy of the config.bbx file (in progRM) before making any changes.

Left to Right Issues

Using sysprint in OSAS for Windows

If you are printing to a sysprint device, you can place a decimal in the printer's Left Margin field on the alias line to shift print to the left or right. For example, your Left Margin setting is .260. To move to the right, increase the number (.285). To move to the left, decrease the number (.235). A 1/4 character shift would be approximately .025 added to or subtracted from .260.

Direct printing in OSAS for Windows or UNIX:

Moving text to the left:

You cannot move text to the left.

Moving text to the right:

If your forms are aligned too far to the left, you must add the following configuration values in the config.bbx file for the printer alias you are using. These values let you shift to the right in 1/720 inch increments. Follow these steps:

1. Select DEVICES from the Workstation Configuration menu in Resource Manager.

2. Edit the appropriate alias line and add **1B266C323255** at the end of the Standard or Compressed Print field.

The number “3232” is the hex code for 22, which moves everything to the right 22/720 of an inch. If you need to move to the right more, change the second and last numbers in 3232 because the three’s are always constant. For example, if you want to move text farther to the right, you could try 25. The hex code would change to 3**2**3**5**. In hex, each number is represented by 3 and then the number, so 2=32 and 5=35.

Up and Down Issues

Using sysprint in OSAS for Windows

If you are printing to a sysprint device, you can place a decimal in the printer’s Top Margin field on the alias line to shift print. For example, your Top Margin setting is .5. To move down, increase the number (.54). To move up, decrease the number (.46). A 1/4 character shift would be approximately .04 added to or subtracted from .5.

Direct printing in OSAS for Windows or UNIX:

Moving text to the left:

You cannot move text up.

Moving text down:

To move lines down, you must add the following configuration values in the config.bbx file for the printer alias you are using. These values let you move down in 1/720 inch fragments. Follow these steps below:

1. Select DEVICES from the Workstation Configuration menu in Resource Manager.

2. Edit the appropriate alias line and add **1B266C<u>34</u>3<u>5</u>55** at the end of the Standard or Compressed Print field.

The number “3435” is the hex code for 45, which moves everything to the down 45/720 of an inch. If you need to move down more, change the second and last numbers in 3435 because the three’s are always constant. For example, if you want to move text farther to the right, you could try 56. The hex code would change to 3**5**3**6**. In hex, each number is represented by 3 and then the number, so 5=35 and 6=36.

Left to Right and Up and Down Issues

Direct printing in OSAS for Windows or UNIX:

If you must add hex codes to modify print left to right and up and down, you must edit the config.bbx file with a text editor and add the codes to the end of the **SP**= section of the alias line for standard forms or **CP**= for compressed forms. You must enter the text editor because the command is too long to enter through Resource Manager’s Devices function.

Printing Laser Forms on Ink Jets, Bubble Jets, or Desk Jets

These printers cannot interpret laser definitions. There is no way to control how the forms print. Either they print correctly or they do not. Models labeled “for Windows” have better success, but there is no way to control how forms print. Test your situation before ordering laser forms. Call Open Systems Forms Division at 1-800-994-OPEN for sample forms.

Continuous Forms

When you print forms less than 11 inches in length (such as checks or invoices) through sysprint, we recommend you turn off alignment mark printing. Printing the alignment mark requires opening and closing the printer, which triggers a form feed through Windows, causing forms to misalign. To turn the alignment mark off, use Resource Manager’s Form Codes function.

Printers for Windows E

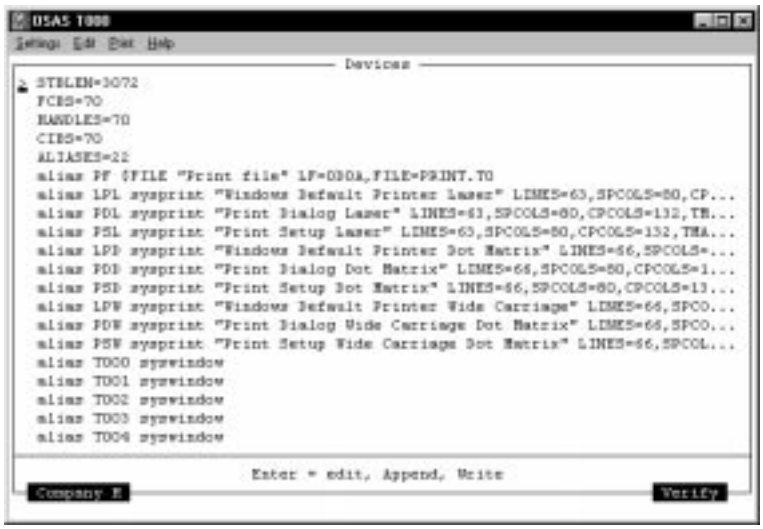
Devices

You can use the Devices function on the Resource Manager Workstation Configuration menu to set up other devices that OSAS uses. If you are reinstalling OSAS Resource Manager, you must set up the sysprint devices you want to use. If you reinstall OSAS Resource Manager and use the Custom Install option, do not reinstall the system files.

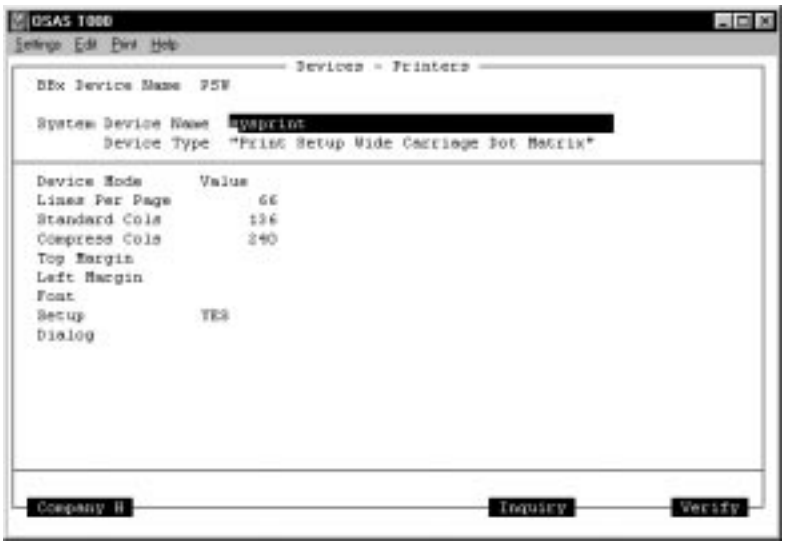
Note

The system defaults work with all Open Systems forms.

When you select the **Full Install** option and select **Devices**, the following screen appears:


OSAS T000
Devices
STBLEN=3072
FCBS=70
HANDLES=70
CIBS=70
ALIASES=22
alias PF $FILE "Print file" LF=030A,FILE=PRINT.TO
alias LPL sysprint "Windows Default Printer Laser" LINES=63,SPCOLS=80,CP...
alias PDL sysprint "Print Dialog Laser" LINES=63,SPCOLS=80,CPCOLS=132,TM...
alias PSL sysprint "Print Setup Laser" LINES=63,SPCOLS=80,CPCOLS=132,TMA...
alias LPD sysprint "Windows Default Printer Dot Matrix" LINES=66,SPCOLS=...
alias PDD sysprint "Print Dialog Dot Matrix" LINES=66,SPCOLS=80,CPCOLS=1...
alias PSD sysprint "Print Setup Dot Matrix" LINES=66,SPCOLS=80,CPCOLS=13...
alias LPW sysprint "Windows Default Printer Wide Carriage" LINES=66,SPCO...
alias PDW sysprint "Print Dialog Wide Carriage Dot Matrix" LINES=66,SPCO...
alias PSW sysprint "Print Setup Wide Carriage Dot Matrix" LINES=66,SPCOL...
alias T000 syswindow
alias T001 syswindow
alias T002 syswindow
alias T003 syswindow
alias T004 syswindow
Enter = edit, Append, Write
Company E
Verify

Sysprint devices are available for laser, dot-matrix, and wide-carriage printers. To change a sysprint device, move the cursor (>) to the device and press **E**. The Devices Printers screen appears. (The Append screen is identical to the Edit screen.)



Field Definitions

Field Names	Description
BBX Device Name	Enter the device name you want to edit or append.
Copy From	This field appears if you entered a new device name. Enter the name of the device whose settings you want to copy from.
System Device Name	Enter the system device name **sysprint** in lowercase letters. A list of default device names is available if you use the **Inquiry** (**F2**) command.
Device Type	Enter the device type. A list of default device types is available if you use the **Inquiry** (**F2**) command.

Field Names	Description
Lines Per Page	Accept the displayed number of lines per page, or enter a different number
Standard Cols	Accept the displayed number of columns for standard mode printing, or enter a different number.
Compress Cols	Accept the displayed number of columns for compressed mode printing, or enter a different number.
Top Margin	Accept the displayed top margin size, or enter a different margin size. The size is displayed in decimals. If you change the default setting, the new setting overrides the Windows default.
Left Margin	Accept the displayed left margin size, or enter a different margin size. The default is blank. If you change the default setting, the new setting overrides the Windows default.
Font	Enter the name of the TrueType® font you want to use—for example, Courier. You can leave this field blank to use the default font.
Setup	Toggle to **YES** or **NO** to select the Windows Print Setup dialog box. If you select YES, the Windows Print Setup dialog box appears when you print in OSAS with the sysprint device you are editing. If you select YES, you cannot select YES in the Dialog field. If you select NO for both the Setup and Dialog fields, the system uses the Windows default printer.
Dialog	Toggle to **YES** or **NO** to select the Windows Print dialog box. If you select YES, the Windows Print dialog box appears when you print in OSAS with the sysprint device you are editing. If you select YES, you cannot select YES in the Setup field. If you select NO for both the Setup and Dialog fields, the system uses the Windows default printer.

Defaults for the sysprint device are as follows:

Device	Default Settings
Windows Default Printer Laser	Lines Per Page = 63, Standard Cols = 80, Compress Cols = 132, Top Margin = .5, Left Margin = [blank], Font = [blank], Setup = [blank], Dialog = [blank].
Print Dialog Laser	Lines Per Page = 63, Standard Cols = 80, Compress Cols = 132, Top Margin = .5, Left Margin = [blank], Font = [blank], Setup = [blank], Dialog = Yes.
Print Setup Laser	Lines Per Page = 63, Standard Cols = 80, Compress Cols = 132, Top Margin = .5, Left Margin = [blank], Font = [blank], Setup = Yes, Dialog = [blank].
Windows Default Printer Dot Matrix	Lines Per Page = 66, Standard Cols = 80, Compress Cols = 132, Top Margin = [blank], Left Margin = [blank], Font = [blank], Setup = [blank], Dialog = [blank].
Print Dialog Dot Matrix	Lines Per Page = 66, Standard Cols = 80, Compress Cols = 132, Top Margin = .5, Left Margin = [blank], Font = [blank], Setup = [blank], Dialog = Yes.
Print Setup Dot Matrix	Lines Per Page = 66, Standard Cols = 80, Compress Cols = 132, Top Margin = .5, Left Margin = [blank], Font = [blank], Setup = [blank], Dialog = [blank].

If you are using a wide-carriage printer, use the Print Setup function in Windows to set up the paper size. Select a paper size of 14-7/8 inches x 11 inches. Open Systems recommends using the US SF (US standard fanfold) information in the Windows Print Manager.

Device	Default Settings
Windows Default Printer Wide Carriage	Lines Per Page = 66, Standard Cols = 136, Compress Cols = 240, Top Margin = [blank], Left Margin = [blank], Font = [blank], Setup = [blank], Dialog = [blank].

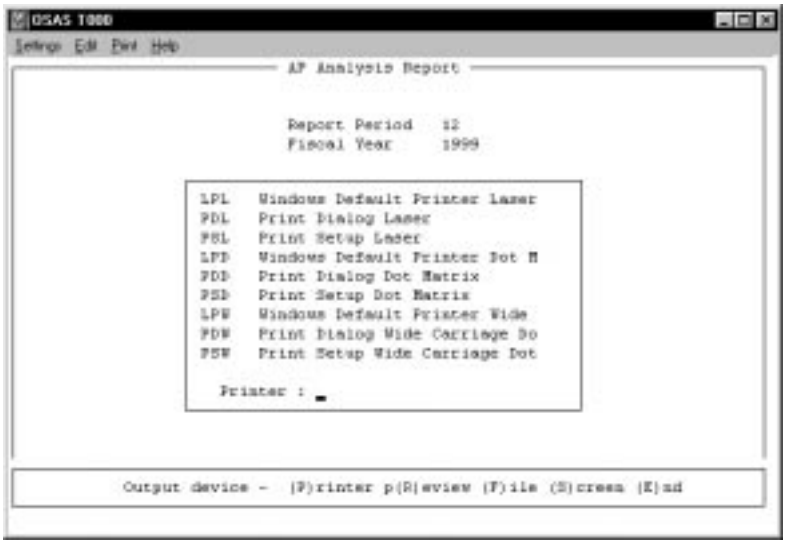
Device	Default Settings
Print Dialog Wide Carriage Dot Matrix	Lines Per Page = 66, Standard Cols = 136, Compress Cols = 240, Top Margin = [blank], Left Margin = [blank], Font = [blank], Setup = [blank], Dialog = Yes.
Print Setup Wide Carriage Dot Matrix	Lines Per Page = 66, Standard Cols = 136, Compress Cols = 240, Top Margin = [blank], Left Margin = [blank], Font = [blank], Setup = Yes, Dialog = [blank].

Terminal aliases specify that the alias is a syswindow. No other parameters are necessary, nor are they recognized by OSAS.

Printing with Windows Print Manager

You can use the Windows Print Manager to print reports you produce in OSAS applications.

When you finish making selections for a report or list, the output device prompt appears. When you select **P** to print the report or list, the following window appears:


OSAS T000
Setup Edit Print Help
AP Analysis Report
Report Period 12
Fiscal Year 1999
LPL Windows Default Printer Laser
PDL Print Dialog Laser
PSL Print Setup Laser
LPD Windows Default Printer Dot M
PDD Print Dialog Dot Matrix
PSD Print Setup Dot Matrix
LPW Windows Default Printer Wide
PDW Print Dialog Wide Carriage Do
PSW Print Setup Wide Carriage Dot
Printer :
Output device - (P)rinter p(R)eview (F)ile (S)creen (E)xd

In the Printer field, enter **LPL** to print to the Windows default laser printer set up for the terminal, **PDL** to access the Windows Print Dialog box for laser printers, **PSL** to access the Windows Print Setup Dialog box for laser printers, **PDD** to access the Windows Print Setup dialog box for dot-matrix printers, **LPW** to print to the Windows default wide-carriage printer, **PDW** to access the Print Dialog box for wide-carriage printers, or **PSW** to access the Printer Setup box for wide-carriage printers. See the Windows manual for information about the Windows Print Manager.

Other Commands F

Calculator

Use the Calculator function to do basic math calculations. You can store and retrieve totals and tapes, add comments to tapes, and print tapes. A common use is to calculate a total, exit from the Calculator, and enter the total into the field you started from.

Select **Calculator** from the Other Commands menu. The function screen appears.

Field Definitions

Field	Description
Memory	The number or total stored in memory is displayed.
Tape	The printout tape of a real calculator is simulated in the Tape display area. Numbers, operators, and a running total of the calculations are displayed. Each workstation has its own unique tape for the calculator. The last tape that was used is recalled when you start the calculator. The tape is stored as a file on the hard disk and reloaded each time you use the calculator. When you want to start a new tape, press **F1** to erase the current tape.
Entry	The number or comment you are entering or have just entered is displayed. To enter a number, type the number. To enter a comment, type a quotation mark (“) and then a comment. Comments can be 16 characters long. To make calculations with the Calculator, use postfix notation. First, type a number. Then press the key of the operator (+, -, x, or /) you want to use. Type a second number, and press the key of another operator or press **Enter** to total the calculation.
Functions	The Calculator functions are displayed in the Functions field. Press **S** to see the subtotal, the quotation mark key (**“**) to start a comment, and **T** to print the tape. In the View Tape function you can use three keys: the up-arrow key to move up the tape, the down-arrow key to move down the tape, and the **Esc** key to jump to the bottom of the tape and exit from View mode.
Keys	Use the following function keys or the alphanumeric equivalents to work with figures in the Memory, Tape, Entry and Status fields.
F1 or C (Erase Tape)	Clear the tape. Once you clear the tape, it cannot be recalled.
F2 or E (Clear Entry)	Clear the Entry field so that you can enter a different number.

Field	Description
F3 or M+ (Memory +)	Copy the total at the bottom of the tape to the Memory field if the figure in memory is .00. Add the total at the bottom of the tape to the figure in the Memory field.
F4 or M- (Memory -)	Subtract the total at the bottom of the Tape field from the number in the Memory field.
F5 or MR (Memory Recall)	Copy the number in the Memory field to the Entry field.
F6 or MC (Memory Clear)	Erase the number in the Memory field.
F7 or Q (Exit)	Exit from the Calculator without saving the total.
F8 or P (Printer)	Switch the printer on and off. If you turn the printer on, your subsequent entries will be printed until you turn the printer off or exit from the calculator.
F9 or O (Decimal)	Change the number of default decimal places displayed by the Calculator. The default number of decimal places is read from the current OSAS program. Valid values are **0, 1, 2, 3, 4, 5, FLOAT** (Floating Point), and **AUTO** (Automatic). Numbers are saved and calculated with 1 to 14 decimal places, but only the default number of decimal places is shown. When you select **FLOAT**, the decimal floats from 0 to 5 places to correctly display a number (unless 5 places are not available after you enter the whole number). When you select **AUTO**, a decimal is placed before the last two numbers of each entry unless you include a decimal as part of the entry.
F10 or W (Exit Total)	Exit from the Calculator and copy the total into the field the cursor is in on the screen where you accessed the calculator.
Status	The status of the printer (on/off) and of the automatic placement of the decimal point (0–5 or FL for floating) is displayed.

Making a Calculation

Follow the same procedure for each of the Calculator's four math functions (+, -, x, and /). For example, to add 32 and 99, follow these steps:

1. Enter the first number, **32** to load the new subtotal into the Calculator. The number appears in the Entry field as you type and is transferred to the tape when you press **Enter**.

2. Press one of these keys to enter the operator:

   + add
   - subtract
   * multiply
   / divide

   For example, if you press **+**, the number you entered (32) followed by the plus sign moves to the bottom of the Tape field. The Calculator inserts the decimal point (and the following zeros if you are working with round numbers).

   The subtraction operator works the same as those on adding machines. Press **+**, a number, and **-**.

3. Enter the second number, **99**. It appears in the Entry field as you type and moves to the bottom of the tape when you press **Enter**. The calculation is then made and the total (131.00) followed by two asterisks (**) is shown at the bottom of the tape.

4. If you want to start a new tape, press **F1** or **C** to clear the tape before you start another calculation.

Making a String of Calculations

You can make consecutive calculations, using the running total from each previous operation.

1. Enter the first number of the calculation to reset the current total. The new total appears on the tape.

2. Type the operator you want to use (do not press **Enter**). The number you typed in step 1 and the operator appear in the Tape field.

3. Enter the second number. The calculation is made and the total is displayed at the bottom of the tape. This total is used to start the next calculation.

4. Type the second operator (do not press **Enter**). The last total is recalled from memory. The operator is then displayed in the Tape field behind the last total.

5. Enter the next number. The calculation is made and the new total is displayed at the bottom of the tape.

Repeat steps 2–5 until the calculation is complete.

As new calculations are displayed at the bottom of the Tape field, the previous numbers and operators scroll up the display area to make room. When the Tape field is full, the numbers scroll off the top of the display area.

To repeat the last calculation, using the same operator and number, press the same operator key again. You can repeat this operation indefinitely.

Execute an Operating System Command

You can execute an operating system command from any field in OPEN SYSTEMS Accounting Software.

Follow these steps to execute an operating system command:

1. From the Other pull-down menu, select **Execute an Operating System Command**.

2. Enter the command you want to execute.

3. Use the **Proceed** (**PgDn**) command to execute the operating system command. If the operating system command works properly, the message **Press F7 to exit** appears.

If the system issues a return value (an error message), see the operating system manual for information. If an error message appears, you must exit from OSAS before you can execute any more operating system commands.

4. Press **F7** to go to the field where you accessed Other commands.

CALL a BBx Program

From any field, you can call any BB^{X} program that does not require variables to be passed to it.

Follow these steps to call a BBx program:

1. Use the **Other** (**F4** twice from a menu, **F4** once from a field) command.
2. Select **Call a BBx Program** from the menu.
3. Enter the program you want to call.
4. Enter the parameter (if any) for the program.
5. Use the **Proceed** (**PgDn)** command to start the program.
6. Press **Enter** to return to the field where you accessed Other commands.

Product Suggestions

From any field, you can make, edit and save suggestions for improving the product. If you have a suggestion, fax or mail it to Open Systems.

Select **Product Suggestions** from the Other Commands menu. The function screen appears.

Field Definitions

Field	Description
Suggestion	This number identifies the suggestion. Identification numbers start at 0001. If you want to create a new suggestion, press **Enter**; the editor creates a new suggestion number one unit higher than your last number (if any). If you want to recall a suggestion for editing, enter the number of the suggestion.
Application	Enter the application you want to make a suggestion for.

Field	Description
Version	Enter the version number of the application (5.21, 6.05, etc.).
Menu Item	Enter the name of the menu item you want to make a suggestion for.
Status	The cursor moves to this field when you enter the number of a suggestion you want to recall. If the suggestion has not been printed, *N* is displayed. If the suggestion has been printed, *Y* is displayed. You can change the print status of the current suggestion.
Last Modified	The last creation and/or last edit date of the current suggestion is displayed.
Description	Enter the description of the suggestion.

When you have finished creating or editing a suggestion, use the **Proceed** (**PgDn**) command to save your entries and exit to the Main menu.

Applications Options Inquiry

Use the Applications Options Inquiry utility to view the options for any application.

Select **Applications Options Inquiry** from the Other Commands menu.

After you enter the application ID, the options and interfaces selected for the application appear. When you are finished viewing the information, press any key to continue.

Global Inquiry

Use the Global Inquiry command from the Other Commands menu to gather information from all the OSAS files (and applications) with a common field.

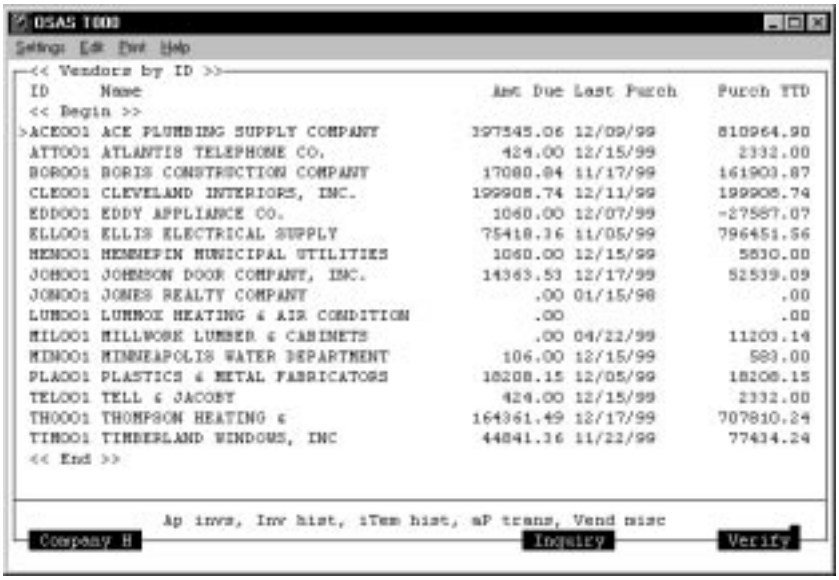
To produce a list of the windows, use the Global Inquiry Window List function. To produce a report of occurrences where links between windows are not continuous, use the Global Inquiry Window Audit Report function.

The options on the Global Inquiry menu are set up in the PARAM table in the Application Tables function. Each option is assigned a window ID, whose characteristics were either installed with Resource Manager or set up in the Global Inquiry Definitions function. You need the *File Descriptions Manual* when you use this function.

Setting up a Global Inquiry window is similar to setting up a report in Report Writer. If you are not familiar with Report Writer or the operations associated with Business BASIC, consult your value-added reseller when you add or change a Global Inquiry window.

You can use the Global Inquiry Definitions and Application Tables functions to establish and update information about Global Inquiry window IDs. A simple installation accomplishes the same tasks. As a result, when you use the Global Inquiry command, the windows should be set up and logically connected to each other, with convenient categories (usually named after applications) as options. At that point you are ready to choose an option.

Select **Global Inquiry** from the Other Commands menu. Then select an application. A window appears.


OSAS 1000
Settings Edit Font Help
<< Vendors by ID >>
ID Name Amt Due Last Purch Purch YTD
<< Begin >>
>ACE001 ACE PLUMBING SUPPLY COMPANY 197545.06 12/09/99 810964.90
ATT001 ATLANTIS TELEPHONE CO. 424.00 12/15/99 2332.00
BOR001 BORIS CONSTRUCTION COMPANY 17080.84 11/17/99 161903.87
CLE001 CLEVELAND INTERIORS, INC. 199908.74 12/11/99 199908.74
EDD001 EDDY APPLIANCE CO. 1060.00 12/07/99 -27587.07
ELL001 ELLIS ELECTRICAL SUPPLY 75418.36 11/05/99 796451.56
HEN001 HENNEPIN MUNICIPAL UTILITIES 1060.00 12/15/99 5830.00
JOH001 JOHNSON DOOR COMPANY, INC. 14363.53 12/17/99 52539.09
JON001 JONES REALTY COMPANY .00 01/15/98 .00
LUN001 LUNNOX HEATING & AIR CONDITION .00 .00
MIL001 MILLWORK LUMBER & CABINETS .00 04/22/99 11203.14
MIN001 MINNEAPOLIS WATER DEPARTMENT 106.00 12/15/99 583.00
PLA001 PLASTICS & METAL FABRICATORS 18208.15 12/05/99 18208.15
TEL001 TELL & JACOBY 424.00 12/15/99 2332.00
THO001 THOMPSON HEATING & 164361.49 12/17/99 707810.24
TIM001 TIMBERLAND WINDOWS, INC 44841.36 11/22/99 77434.24
<< End >>
Ap invs, Inv hist, iTem hist, aP trans, Vend misc
Company H
Inquiry
Verify

In the window above, the user selected Accounts Payable from the Global Inquiry menu. The window that appears lists the vendors, by vendor ID, and the total amount due.

Because of the way the window is set up, the user can access five other windows: one that displays accounts payable invoices, one that displays invoice history, one that displays paid invoices, one that displays accounts payable transactions, and one that displays miscellaneous vendor information.

From Global Inquiry, you can use the **Other** (**F4**) command to access the Global Inquiry menu again.

To look up and select a previously accessed window, use the **Inquiry** (**F2**) command. The sequence number and description represent the window IDs that you have accessed with the Global Inquiry command.

For example, when you use the **Other** (**F4**) command, the Global Inquiry command, and then the Inventory option, window A appears. When you use a command at the bottom of the screen, window B appears. When you use a command at the bottom of the screen, window C appears. You continue to use commands until you reach window G. (Windows are not lettered like this; they are lettered in the example to simplify the model.)

If you wanted to return to one of the previous six windows that were displayed, you could use the Global Inquiry command again, but a simpler route would be to use the **Inquiry** (**F2**) command, where you would find six sequence numbers: 001001, 001002, 001003, 001004, 001005, 001006. Each number would appear with a description of a window: 001001 would be paired with the description of window A; 001002 would be paired with the description of window B, and so forth. In the window you could move the prompt (>) to the number that corresponds to the description of the window you want.

The sequence number's notation carries two pieces of information: the number of times you used the Global Inquiry command and the number of windows you accessed.

As explained above, the number 001002 provides two details: you have used the Global Inquiry command only once (001), and this window was the second window you accessed during the usage of the Global Inquiry command. Therefore, 001002 indicates the second window you accessed during your first usage of the Global Inquiry command.

Had you used the Global Inquiry command to select the Payroll option in window 7, the sequence number of the window that appeared would be 002001. Every time you enter Global Inquiry, the numbering starts at 001001, regardless of the sequence numbers the window had before.

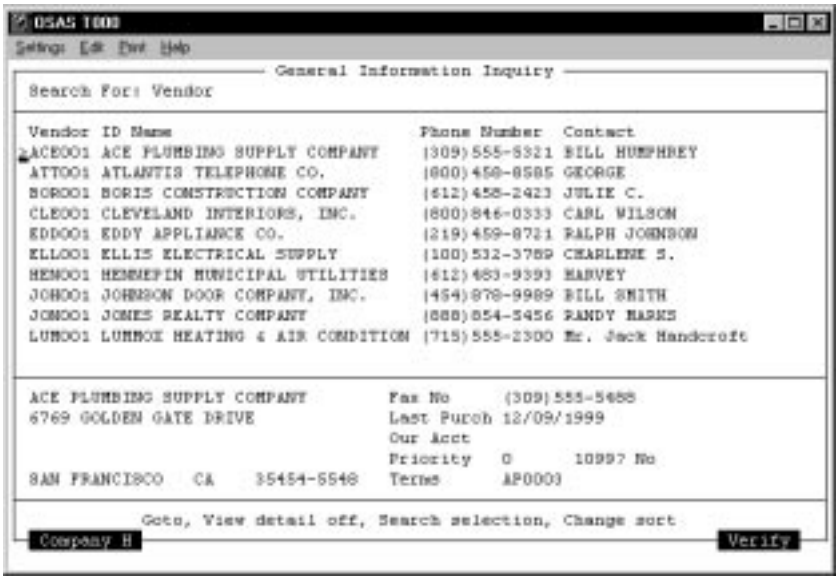
If you access more than 999 windows under the same use of Global Inquiry (for example, the first use), the counter turns back to 001000. If you use the Global Inquiry command more than 999 times before exiting (for example, at the first window), the sequence number becomes 000001.

To exit from Global Inquiry at any point, use the **Exit** (**F7**) command.

General Information Inquiry

Use the General Information Inquiry function to view information from the Accounts Receivable, Accounts Payable, Sales Order, Purchase Order, and Payroll applications. Depending on which applications are installed, you can view information about vendors, customers, and employees.

Select **General Information Inquiry** from the Other Commands menu. The function screen appears.


OSAS T000
Settings Edit Print Help
General Information Inquiry
Search For: Vendor
Vendor ID Name Phone Number Contact
ACE001 ACE PLUMBING SUPPLY COMPANY (309)555-5521 BILL HUMPHREY
ATT001 ATLANTIS TELEPHONE CO. (800)450-8585 GEORGE
BOR001 BORIS CONSTRUCTION COMPANY (612)458-2423 JULIE C.
CLE001 CLEVELAND INTERIORS, INC. (800)846-0333 CARL WILSON
EDD001 EDDY APPLIANCE CO. (219)459-8721 RALPH JOHNSON
ELL001 ELLIS ELECTRICAL SUPPLY (100)532-3789 CHARLENE S.
HEN001 HENNEPIN MUNICIPAL UTILITIES (612)483-9393 HARVEY
JOH001 JOHNSON DOOR COMPANY, INC. (454)878-9989 BILL SMITH
JON001 JONES REALTY COMPANY (888)854-5456 RANDY MARKS
LUM001 LUMMOX HEATING & AIR CONDITION (715)555-2300 Mr. Jack Handcroft
ACE PLUMBING SUPPLY COMPANY
6769 GOLDEN GATE DRIVE
SAN FRANCISCO CA 35454-5548
Fax No (309)555-5688
Last Purch 12/09/1999
Our Acct
Priority 0 10997 No
Terms AP0003
Goto, View detail off, Search selection, Change sort
Company H
Verify

Field Definitions

Field Name	Description
Search For	Press **V** to view information about a vendor, **C** to view information about a customer, or **E** to view information about an employee.

Command Bar Definitions

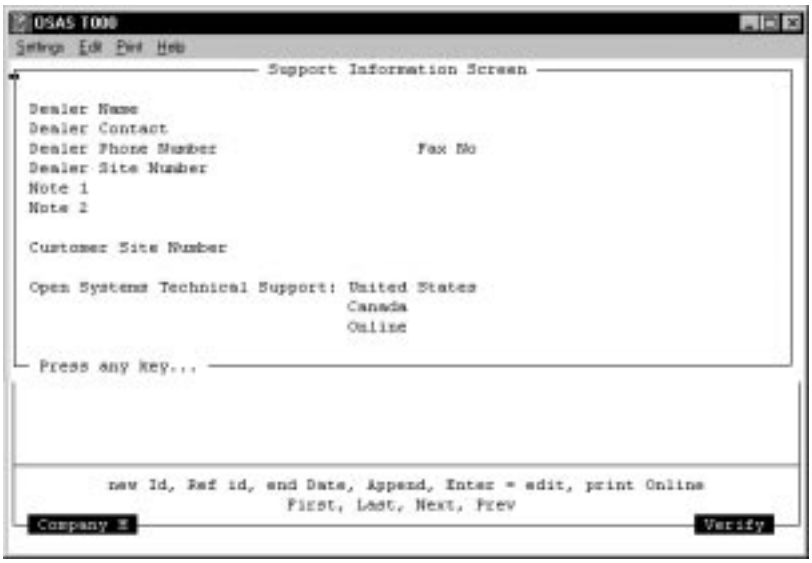
Command	Definition
View detail on/off	Press **V** to toggle the detail display on or off.
Search selection	Press **S** to change your search selection.
Change sort	Press **C** to sort the displayed information in a different way.

When you are finished viewing the information, use the **Exit** (**F7**) command to exit to the screen or menu you accessed the Other Commands menu from.

Support Information

Use the Support Information function to view information about whom to contact for technical support or how to contact your dealer.

Select **Support Information** from the Other Commands menu. The function screen appears.



When you are finished viewing the information, press any key to return to the screen or menu you accessed the Other Commands menu from.

User Comments

Use the User Comments function to enter comments or notes.

Select **User Comments** from the Other Commands menu. The function screen appears.

OSAS T000
Settings Edit Font Help
User Comments
User ID NeilP
Ref ID 211 End Date 06/04/1999
Date Comment
06/04/1999 Mr. Broon gone to Lakeside beginning of August
new Id, Ref id, end Date, Append, Enter = edit, print Online
First, Last, Next, Prev
Company H
Verify

Field Definitions

Field Name	Description
User ID	The user ID is displayed.
Shared/Private	This field appears only if you have set up access codes for this function. If the comment is shared, *SHARED* is displayed. If the comment is private, *PRIVATE* is displayed along with the access name.
Ref ID	Enter a reference ID for the comment. You can use reference IDs to group comments.

Field Name	Description
End Date	The workstation date is displayed.
Date	Accept the displayed date, or enter a different date.
Comment	Enter a comment.

Command Bar Definitions

Command	Definition
new Id	Press **I** to enter a different user ID.
Ref id	Press **R** to enter a different reference ID.
end Date	Press **D** to change the end date.
Append	Press **A** to add a comment.
Enter = edit	Move the prompt (>) to the line you want to edit and press **Enter**.
print Online	Press **O** to print the comment.
Shared/Private	This command appears only if you have set up access codes for this function. Press **E** to toggle between shared and private comments. Shared comments can be viewed by everyone; private comments can be viewed only by the person who enters the correct access code.
First	Press **F** to go to the first comment.
Last	Press **L** to go to the last comment.
Next	Press **N** to go to the next comment.
Prev	Press **P** to go to the previous comment.

When you are finished entering comments, use the **Exit** (**F7**) command to return to the screen or menu you accessed the Other Commands menu from.

Inventory Price Calculator

Use the Inventory Price Calculator to generate prices for items for specific customers without entering an order or invoice.

Select **Inventory Price Calculator** from the Other Command menu. This screen appears:.

Field Definitions

Field Name	Description
Location ID	Enter a location ID.
Item ID	Enter an item ID.
Sale Units	Accept the displayed unit of measure, or enter a different unit of measure.
Price ID	Enter a price ID (optional).
Customer ID	Enter a customer ID (optional).

Field Name	Description
Cust Level	Enter a customer level (optional).
Sale Date	Accept the displayed sale date, or enter a different date.
Sale Quantity	Accept the displayed sale quantity, or enter a different quantity.
On Hand Qty	The quantity on hand is displayed.
Committed Qty	The committed quantity is displayed.
In Use Qty	The in-use quantity is displayed.
Available Qty	The available quantity is displayed.
On Order Qty	The on-order quantity is displayed.
LIFO/FIFO Cost	This field appears if you elected in the Resource Manager Options and Interfaces function to show costs in the price and availability lookup.
	The LIFO/FIFO unit cost is displayed.
Average Cost	This field appears if you elected in the Resource Manager Options and Interfaces function to show costs in the price and availability lookup.
	The average unit cost is displayed.
Standard Cost	This field appears if you elected in the Resource Manager Options and Interfaces function to show costs in the price and availability lookup.
	The standard unit cost is displayed.
Base Cost	This field appears if you elected in the Resource Manager Options and Interfaces function to show costs in the price and availability lookup.
	The base unit cost is displayed.
Calc Unit Price	The calculated unit price is displayed.
Calc Ext Price	The calculated extended unit price is displayed.

Field Name	Description
Base	The base level is displayed.
Quantity	The sale quantity levels are displayed.
Unit Price	The calculated unit price for each quantity break is displayed.

Command Bar

This window has no command bar.

Saving and Exiting

To return to the Price and Availability screen, use the **Exit** (**F7**) command.

Common Ratios G

EIS can consolidate and display data directly from applications. You can also use EIS to build ratios, or relationships, between individual figures or sets of figures.

Financial ratios are indications of the business's performance. They demonstrate liquidity, solvency, and profitability.

Liquidity indicates the ability to pay bills as they fall due.

Solvency indicates the ability to pay off all obligations if you would sell out.

Profitability is a simple term, but it can be misleading. You can make a profit from earnings generated in your normal course of business or from actions that you cannot expect to repeat (such as the sale of irreplaceable assets).

The goal is to establish ratios that show whether the profits you receive are being maximized or whether other investments could yield a better return with less risk. With good ratios, you can identify adjustments that you need to make to survive financially in difficult times and to succeed when your business is in good economic times.

You can produce the following ratios in EIS:

Working capital is a measure of the liquid assets you have at your disposal. It is expressed as the difference between your current assets and current liabilities. For example, a working capital of $50,000 is negligible if your current asset base is $10,000,000. A 0.5 percent drop in your current assets wipes out your working capital. If your current asset base is only $100,000 and your working assets $50,000, your working capital is high.

Current ratio is a measure of your ability to meet current liabilities as they fall due. It is expressed as the amount of working capital divided by the amount of liability. If your ratio is too low, you lack liquidity. If it is too high, you are probably not getting the best return available.

Quick ratio is a measure of your ability to pay bills without relying on reducing inventories through sales. It is expressed as financial assets that can be readily turned to cash divided by current liabilities.

Days' receivables is the average number of days it takes you to collect your receipts once you have issued the bill.

Number of inventory turns is the number of times in a year your inventory turns over. For example, if you have $100,000 of product in inventory, the number *6* means that you sold $600,000 of product during the year.

Debt to equity ratio is a measure of your business's basic financial strength. It is expressed as the amount of liabilities divided by the amount of equity.

Debt to asset ratio is expressed as the amount you owe divided by the amount of assets your business employs.

Return on equity is expressed as net income divided by net worth.

Return on assets (ROA) is the return on assets employed. It is expressed as the profit minus the amount invested in assets.

Return on investment (ROI) is the return on the investment you have in your company. It is expressed as the profit minus the amount invested in assets and equity.

Predefined Functions H

Executive Information Summary has many functions built into the system for your use. This appendix documents the predefined functions. To generate your own function list, use the Functions List function on the Master File Lists menu.

Conventions

The following convention is used to list a function:

FUNCNAME: Function Name

The FUNCNAME function returns particular values

Setup types: Description A (length *n*, type *m*), Description B (length *n*, type *m*)

Sub	Type	Description
1	Numeric	Description of the returned value
2	Alphanumeric	Description of the returned value

A *Sub* numbers an item that a function returns; some functions return 20 items of information. The sub number is useful when you use the **Math formula** command; you can manipulate individual data items.

A *Type* is the sort of information that is returned. A function returns one of two types: numeric or alphanumeric.

A *Description* describes a data item that the function returns. Most are self-explanatory; use the information as a guide for what the item returns and what the entire function returns.

Functions

APCHECK: Accounts Payable Checks File Totals

The APCHECK function returns the total amount of money paid through checks, the money saved through discounts, the money lost by not taking advantage of discounts, and the amount paid in advance by checks.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Checks Total
2	Numeric	Discounts Taken Total
3	Numeric	Discounts Lost Total
4	Numeric	Prepaid Checks Total

APHCDAY: AP Checks History File Daily Totals

The APHCDAY function returns the total amount paid with checks for a particular day.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Checks Total

APHCPTD: AP Checks History File PTD Totals

The APHCPTD function returns the total amount paid with checks in the period, the amount saved through discounts by paying on time in the period, the amount paid with checks in advance in the period, and the amount saved through discounts by paying in advance in the period.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Regular Checks Gross Due
2	Numeric	Regular Checks Discounts
3	Numeric	Prepaid Checks Gross Due
4	Numeric	Prepaid Checks Discounts

APHCYTD: AP Checks History File YTD Totals

The APHCYTD function returns the total amount paid with checks for the year to date.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Checks Total

APHIDAY: AP Detail History File Daily Totals

The APHIDAY function returns the transaction totals for a particular day.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoices Subtotal
2	Numeric	Invoices Tax
3	Numeric	Invoices Freight
4	Numeric	Invoices Miscellaneous
5	Numeric	Debit Memos Subtotal
6	Numeric	Debit Memos Tax
7	Numeric	Debit Memos Freight
8	Numeric	Debit Memos Miscellaneous
9	Numeric	Invoice Totals
10	Numeric	Debit Memos Totals

APHIPTD: AP Detail History File PTD Totals

The APHIPTD function returns the transaction totals for the period to date.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoices Subtotal
2	Numeric	Invoices Tax
3	Numeric	Invoices Freight

Sub	Type	Description
4	Numeric	Invoices Miscellaneous
5	Numeric	Debit Memos Subtotal
6	Numeric	Debit Memos Tax
7	Numeric	Debit Memos Freight
8	Numeric	Debit Memos Miscellaneous
9	Numeric	Invoices Totals
10	Numeric	Debit Memos Totals

APHIYTD: AP Detail History File YTD Totals

The APHIYTD function returns the transaction totals for the year to date.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoices Subtotal
2	Numeric	Invoices Tax
3	Numeric	Invoices Freight
4	Numeric	Invoices Miscellaneous
5	Numeric	Debit Memos Subtotal
6	Numeric	Debit Memos Tax
7	Numeric	Debit Memos Freight
8	Numeric	Debit Memos Miscellaneous
9	Numeric	Invoices Totals
10	Numeric	Debit Memos Totals

APMREQ: AP Material Requisitions File Totals

The APMREQ function returns the current, unposted material requisition transaction totals.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Material Requisitions Total
2	Numeric	Returned Material Requisitions Total

APOPEN: AP Open Invoice File Totals

The APOPEN function returns the invoice totals from the Open Invoice file and separates them by status.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Gross Due Total
2	Numeric	Discount Total
3	Numeric	Prepaid Gross Due Total
4	Numeric	Prepaid Discount Total
5	Numeric	Released Status Count
6	Numeric	Hold Status Count
7	Numeric	Prepaid Status Count
8	Numeric	Temporary Hold Count
9	Numeric	1099 Gross Due Total
10	Numeric	1099 Discount Total

Sub	Type	Description
11	Numeric	Released Status Gross Due Total
12	Numeric	Released Status Discount Total
13	Numeric	Hold Status Gross Due Total
14	Numeric	Hold Status Discount Total
15	Numeric	Temporary Hold Gross Due Total
16	Numeric	Temporary Hold Discount Total
17	Numeric	Total Count

APTRAN: AP Transaction File Totals

The APTRAN function returns unposted current transaction totals.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoices Total
2	Numeric	Debit Memos Total

APVTOPP: AP Top 10 Vendors PTD Purchases Totals

The APVTOPP function returns the names of the vendors, in descending order, you purchased the most product from during the period to date. The amounts paid include returns.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Vendor - Name
2	Numeric	#1 Vendor - Purchases
3	Alphanumeric	#2 Vendor - Name
4	Numeric	#2 Vendor - Purchases
5	Alphanumeric	#3 Vendor - Name
6	Numeric	#3 Vendor - Purchases
7	Alphanumeric	#4 Vendor - Name
8	Numeric	#4 Vendor - Purchases
9	Alphanumeric	#5 Vendor - Name
10	Numeric	#5 Vendor - Purchases
11	Alphanumeric	#6 Vendor - Name
12	Numeric	#6 Vendor - Purchases
13	Alphanumeric	#7 Vendor - Name
14	Numeric	#7 Vendor - Purchases
15	Alphanumeric	#8 Vendor - Name
16	Numeric	#8 Vendor - Purchases
17	Alphanumeric	#9 Vendor - Name
18	Numeric	#9 Vendor - Purchases

Sub	Type	Description
19	Alphanumeric	#10 Vendor - Name
20	Numeric	#10 Vendor - Purchases

APVTOPY: AP Top 10 Vendors YTD Purchases Totals

The APVTOPY function returns the names of the vendors, in descending order, you purchased the most product from during the year to date. The amounts paid include returns.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Vendor - Name
2	Numeric	#1 Vendor - Purchases
3	Alphanumeric	#2 Vendor - Name
4	Numeric	#2 Vendor - Purchases
5	Alphanumeric	#3 Vendor - Name
6	Numeric	#3 Vendor - Purchases
7	Alphanumeric	#4 Vendor - Name
8	Numeric	#4 Vendor - Purchases
9	Alphanumeric	#5 Vendor - Name
10	Numeric	#5 Vendor - Purchases
11	Alphanumeric	#6 Vendor - Name
12	Numeric	#6 Vendor - Purchases
13	Alphanumeric	#7 Vendor - Name
14	Numeric	#7 Vendor - Purchases

Sub	Type	Description
15	Alphanumeric	#8 Vendor - Name
16	Numeric	#8 Vendor - Purchases
17	Alphanumeric	#9 Vendor - Name
18	Numeric	#9 Vendor - Purchases
19	Alphanumeric	#10 Vendor - Name
20	Numeric	#10 Vendor - Purchases

ARAGED: AR Open Invoice File Aged Totals

The ARAGED function returns current aging totals from the customer Open Invoice file.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Unpaid Finance Charges
2	Numeric	Current Due
3	Numeric	Balance 31 - 60
4	Numeric	Balance 61 - 90
5	Numeric	Balance 91 - 120
6	Numeric	Balance Over 120
7	Numeric	Unapplied Credits Total
8	Numeric	Total Due
9	Numeric	Invoice Count
10	Numeric	Customer Count

Sub	Type	Description
11	Numeric	Active Customer Count
12	Numeric	Past Due Customer Count

ARCASH: AR Cash Receipts File Totals

The ARCASH function returns totals from the Cash Receipts file, broken down by payment type.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Receipts Total
2	Numeric	Discounts Total
3	Numeric	Payment Type 1 Total (Cash)
4	Numeric	Payment Type 1 Total (Cash)
5	Numeric	Payment Type 2 Total (Check)
6	Numeric	Payment Type 2 Total (Check)
7	Numeric	Payment Type 3 Total (Credit Card)
8	Numeric	Payment Type 3 Total (Credit Card)
9	Numeric	Payment Type 4 Total (Write-off)
10	Numeric	Payment Type 4 Total (Write-off)
11	Numeric	Payment Type 5 Total (Other)
12	Numeric	Payment Type 5 Total (Other)

ARCTOPPL: AR Top 10 Customers L/Y Profit Totals

The ARCTOPPL function returns the customers that provided the most profit last year, in descending order; the profit; the customer representative; and the territory associated with the customer.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Customer - Name
2	Numeric	#1 Customer - Profit
3	Alphanumeric	#1 Customer - Rep
4	Alphanumeric	#1 Customer - Territory
5	Alphanumeric	#2 Customer - Name
6	Numeric	#2 Customer - Profit
7	Alphanumeric	#2 Customer - Rep
8	Alphanumeric	#2 Customer - Territory
9	Alphanumeric	#3 Customer - Name
10	Numeric	#3 Customer - Profit
11	Alphanumeric	#3 Customer - Rep
12	Alphanumeric	#3 Customer - Territory
13	Alphanumeric	#4 Customer - Name
14	Numeric	#4 Customer - Profit
15	Alphanumeric	#4 Customer - Rep
16	Alphanumeric	#4 Customer - Territory
17	Alphanumeric	#5 Customer - Name
18	Numeric	#5 Customer - Profit

Sub	Type	Description
19	Alphanumeric	#5 Customer - Rep
20	Alphanumeric	#5 Customer - Territory
21	Alphanumeric	#6 Customer - Name
22	Numeric	#6 Customer - Profit
23	Alphanumeric	#6 Customer - Rep
24	Alphanumeric	#6 Customer - Territory
25	Alphanumeric	#7 Customer - Name
26	Numeric	#7 Customer - Profit
27	Alphanumeric	#7 Customer - Rep
28	Alphanumeric	#7 Customer - Territory
29	Alphanumeric	#8 Customer - Name
30	Numeric	#8 Customer - Profit
31	Alphanumeric	#8 Customer - Rep
32	Alphanumeric	#8 Customer - Territory
33	Alphanumeric	#9 Customer - Name
34	Numeric	#9 Customer - Profit
35	Alphanumeric	#9 Customer - Rep
36	Alphanumeric	#9 Customer - Territory
37	Alphanumeric	#10 Customer - Name
38	Numeric	#10 Customer - Profit
39	Alphanumeric	#10 Customer - Rep
40	Alphanumeric	#10 Customer - Territory

ARCTOPPP: AR Top 10 Customers PTD Profit Totals

The ARCTOPPP function returns the customers that provided the most profit for the period to date, in descending order; the profit; the customer representative; and the territory associated with the customer.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Customer - Name
2	Numeric	#1 Customer - Profit
3	Alphanumeric	#1 Customer - Rep
4	Alphanumeric	#1 Customer - Territory
5	Alphanumeric	#2 Customer - Name
6	Numeric	#2 Customer - Profit
7	Alphanumeric	#2 Customer - Rep
8	Alphanumeric	#2 Customer - Territory
9	Alphanumeric	#3 Customer - Name
10	Numeric	#3 Customer - Profit
11	Alphanumeric	#3 Customer - Rep
12	Alphanumeric	#3 Customer - Territory
13	Alphanumeric	#4 Customer - Name
14	Numeric	#4 Customer - Profit
15	Alphanumeric	#4 Customer - Rep
16	Alphanumeric	#4 Customer - Territory
17	Alphanumeric	#5 Customer - Name
18	Numeric	#5 Customer - Profit

Sub	Type	Description
19	Alphanumeric	#5 Customer - Rep
20	Alphanumeric	#5 Customer - Territory
21	Alphanumeric	#6 Customer - Name
22	Numeric	#6 Customer - Profit
23	Alphanumeric	#6 Customer - Rep
24	Alphanumeric	#6 Customer - Territory
25	Alphanumeric	#7 Customer - Name
26	Numeric	#7 Customer - Profit
27	Alphanumeric	#7 Customer - Rep
28	Alphanumeric	#7 Customer - Territory
29	Alphanumeric	#8 Customer - Name
30	Numeric	#8 Customer - Profit
31	Alphanumeric	#8 Customer - Rep
32	Alphanumeric	#8 Customer - Territory
33	Alphanumeric	#9 Customer - Name
34	Numeric	#9 Customer - Profit
35	Alphanumeric	#9 Customer - Rep
36	Alphanumeric	#9 Customer - Territory
37	Alphanumeric	#10 Customer - Name
38	Numeric	#10 Customer - Profit
39	Alphanumeric	#10 Customer - Rep
40	Alphanumeric	#10 Customer - Territory

ARCTOPPY: AR Top 10 Customers YTD Profit Totals

The ARCTOPPY function returns the customers that provided the most profit for the year to date, in descending order; the profit; the customer representative; and the territory associated with the customer.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Customer - Name
2	Numeric	#1 Customer - Profit
3	Alphanumeric	#1 Customer - Rep
4	Alphanumeric	#1 Customer - Territory
5	Alphanumeric	#2 Customer - Name
6	Numeric	#2 Customer - Profit
7	Alphanumeric	#2 Customer - Rep
8	Alphanumeric	#2 Customer - Territory
9	Alphanumeric	#3 Customer - Name
10	Numeric	#3 Customer - Profit
11	Alphanumeric	#3 Customer - Rep
12	Alphanumeric	#3 Customer - Territory
13	Alphanumeric	#4 Customer - Name
14	Numeric	#4 Customer - Profit
15	Alphanumeric	#4 Customer - Rep
16	Alphanumeric	#4 Customer - Territory
17	Alphanumeric	#5 Customer - Name
18	Numeric	#5 Customer - Profit

Sub	Type	Description
19	Alphanumeric	#5 Customer - Rep
20	Alphanumeric	#5 Customer - Territory
21	Alphanumeric	#6 Customer - Name
22	Numeric	#6 Customer - Profit
23	Alphanumeric	#6 Customer - Rep
24	Alphanumeric	#6 Customer - Territory
25	Alphanumeric	#7 Customer - Name
26	Numeric	#7 Customer - Profit
27	Alphanumeric	#7 Customer - Rep
28	Alphanumeric	#7 Customer - Territory
29	Alphanumeric	#8 Customer - Name
30	Numeric	#8 Customer - Profit
31	Alphanumeric	#8 Customer - Rep
32	Alphanumeric	#8 Customer - Territory
33	Alphanumeric	#9 Customer - Name
34	Numeric	#9 Customer - Profit
35	Alphanumeric	#9 Customer - Rep
36	Alphanumeric	#9 Customer - Territory
37	Alphanumeric	#10 Customer - Name
38	Numeric	#10 Customer - Profit
39	Alphanumeric	#10 Customer - Rep
40	Alphanumeric	#10 Customer - Territory

ARCTOPSL: AR Top 10 Customers L/Y Sales Totals

The ARCTOPSL function returns the customers that provided the most sales last year, in descending order; the amount from the sales; the customer representative; and the territory associated with the customer.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Customer - Name
2	Numeric	#1 Customer - Profit
3	Alphanumeric	#1 Customer - Rep
4	Alphanumeric	#1 Customer - Territory
5	Alphanumeric	#2 Customer - Name
6	Numeric	#2 Customer - Profit
7	Alphanumeric	#2 Customer - Rep
8	Alphanumeric	#2 Customer - Territory
9	Alphanumeric	#3 Customer - Name
10	Numeric	#3 Customer - Profit
11	Alphanumeric	#3 Customer - Rep
12	Alphanumeric	#3 Customer - Territory
13	Alphanumeric	#4 Customer - Name
14	Numeric	#4 Customer - Profit
15	Alphanumeric	#4 Customer - Rep
16	Alphanumeric	#4 Customer - Territory
17	Alphanumeric	#5 Customer - Name
18	Numeric	#5 Customer - Profit

Sub	Type	Description
19	Alphanumeric	#5 Customer - Rep
20	Alphanumeric	#5 Customer - Territory
21	Alphanumeric	#6 Customer - Name
22	Numeric	#6 Customer - Profit
23	Alphanumeric	#6 Customer - Rep
24	Alphanumeric	#6 Customer - Territory
25	Alphanumeric	#7 Customer - Name
26	Numeric	#7 Customer - Profit
27	Alphanumeric	#7 Customer - Rep
28	Alphanumeric	#7 Customer - Territory
29	Alphanumeric	#8 Customer - Name
30	Numeric	#8 Customer - Profit
31	Alphanumeric	#8 Customer - Rep
32	Alphanumeric	#8 Customer - Territory
33	Alphanumeric	#9 Customer - Name
34	Numeric	#9 Customer - Profit
35	Alphanumeric	#9 Customer - Rep
36	Alphanumeric	#9 Customer - Territory
37	Alphanumeric	#10 Customer - Name
38	Numeric	#10 Customer - Profit
39	Alphanumeric	#10 Customer - Rep
40	Alphanumeric	#10 Customer - Territory

ARCTOPSP: AR top 10 Customers PTD Sales Totals

The ARCTOPSP function returns the customers that provided the most sales for the period to date, in descending order; the amount from the sales; the customer representative; and the territory associated with the customer.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Customer - Name
2	Numeric	#1 Customer - Profit
3	Alphanumeric	#1 Customer - Rep
4	Alphanumeric	#1 Customer - Territory
5	Alphanumeric	#2 Customer - Name
6	Numeric	#2 Customer - Profit
7	Alphanumeric	#2 Customer - Rep
8	Alphanumeric	#2 Customer - Territory
9	Alphanumeric	#3 Customer - Name
10	Numeric	#3 Customer - Profit
11	Alphanumeric	#3 Customer - Rep
12	Alphanumeric	#3 Customer - Territory
13	Alphanumeric	#4 Customer - Name
14	Numeric	#4 Customer - Profit
15	Alphanumeric	#4 Customer - Rep
16	Alphanumeric	#4 Customer - Territory
17	Alphanumeric	#5 Customer - Name
18	Numeric	#5 Customer - Profit

Sub	Type	Description
19	Alphanumeric	#5 Customer - Rep
20	Alphanumeric	#5 Customer - Territory
21	Alphanumeric	#6 Customer - Name
22	Numeric	#6 Customer - Profit
23	Alphanumeric	#6 Customer - Rep
24	Alphanumeric	#6 Customer - Territory
25	Alphanumeric	#7 Customer - Name
26	Numeric	#7 Customer - Profit
27	Alphanumeric	#7 Customer - Rep
28	Alphanumeric	#7 Customer - Territory
29	Alphanumeric	#8 Customer - Name
30	Numeric	#8 Customer - Profit
31	Alphanumeric	#8 Customer - Rep
32	Alphanumeric	#8 Customer - Territory
33	Alphanumeric	#9 Customer - Name
34	Numeric	#9 Customer - Profit
35	Alphanumeric	#9 Customer - Rep
36	Alphanumeric	#9 Customer - Territory
37	Alphanumeric	#10 Customer - Name
38	Numeric	#10 Customer - Profit
39	Alphanumeric	#10 Customer - Rep
40	Alphanumeric	#10 Customer - Territory

ARCTOPSY: AR Top 10 Customers YTD Sales Totals

The ARCTOPSY function returns the customers that provided the most sales for the year to date, in descending order; the amount from the sales; the customer representative; and the territory associated with the customer.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Customer - Name
2	Numeric	#1 Customer - Profit
3	Alphanumeric	#1 Customer - Rep
4	Alphanumeric	#1 Customer - Territory
5	Alphanumeric	#2 Customer - Name
6	Numeric	#2 Customer - Profit
7	Alphanumeric	#2 Customer - Rep
8	Alphanumeric	#2 Customer - Territory
9	Alphanumeric	#3 Customer - Name
10	Numeric	#3 Customer - Profit
11	Alphanumeric	#3 Customer - Rep
12	Alphanumeric	#3 Customer - Territory
13	Alphanumeric	#4 Customer - Name
14	Numeric	#4 Customer - Profit
15	Alphanumeric	#4 Customer - Rep
16	Alphanumeric	#4 Customer - Territory
17	Alphanumeric	#5 Customer - Name
18	Numeric	#5 Customer - Profit

Sub	Type	Description
19	Alphanumeric	#5 Customer - Rep
20	Alphanumeric	#5 Customer - Territory
21	Alphanumeric	#6 Customer - Name
22	Numeric	#6 Customer - Profit
23	Alphanumeric	#6 Customer - Rep
24	Alphanumeric	#6 Customer - Territory
25	Alphanumeric	#7 Customer - Name
26	Numeric	#7 Customer - Profit
27	Alphanumeric	#7 Customer - Rep
28	Alphanumeric	#7 Customer - Territory
29	Alphanumeric	#8 Customer - Name
30	Numeric	#8 Customer - Profit
31	Alphanumeric	#8 Customer - Rep
32	Alphanumeric	#8 Customer - Territory
33	Alphanumeric	#9 Customer - Name
34	Numeric	#9 Customer - Profit
35	Alphanumeric	#9 Customer - Rep
36	Alphanumeric	#9 Customer - Territory
37	Alphanumeric	#10 Customer - Name
38	Numeric	#10 Customer - Profit
39	Alphanumeric	#10 Customer - Rep
40	Alphanumeric	#10 Customer - Territory

ARCUTOT: AR Customer File Totals

The ARCUTOT function returns the number of customers you have on file and the number of customers on credit hold.

Setup types: Company ID)

Sub	Type	Description
1	Numeric	Customer Count
2	Numeric	Customers on Hold Count

ARHIDAY: AR Detail History File Daily Totals

The ARHIDAY function returns the amount you received for a particular day from invoices, credit memos, payments, finance charges, sales tax, freight, and miscellaneous charges.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoices Total
2	Numeric	Credit Memos Total
3	Numeric	Payments Total
4	Numeric	Finance Charges Total
5	Numeric	Sales Tax Total
6	Numeric	Freight Charges Total
7	Numeric	Miscellaneous Total

ARHIPTD: AR Detail History File PTD Totals

The ARHIPTD function returns the amount you received for the period to date from invoices, credit memos, payments, finance charges, sales tax, freight, and miscellaneous charges.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoices Total
2	Numeric	Credit Memos Total
3	Numeric	Payments Total
4	Numeric	Finance Charges Total
5	Numeric	Sales Tax Total
6	Numeric	Freight Charges Total
7	Numeric	Miscellaneous Total

ARHIYTD: AR Detail History File YTD Totals

The ARHIYTD function returns the amount you received for the year to date from invoices, credit memos, payments, finance charges, sales tax, freight, and miscellaneous charges.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoices Total
2	Numeric	Credit Memos Total
3	Numeric	Payments Total
4	Numeric	Finance Charges Total

Sub	Type	Description
5	Numeric	Sales Tax Total
6	Numeric	Freight Charges Total
7	Numeric	Miscellaneous Total

AROPEN: AR Open Invoice File Totals

The AROPEN function returns totals from the Open Invoice file, including the total from invoices and finance charges and the net due total.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoices Total
2	Numeric	Credit Memos Total
3	Numeric	Payments Total
4	Numeric	Finance Charges Total
5	Numeric	Open Invoice Grand Total
6	Numeric	Discounts Total

ARRTOPSP: AR Top 10 Sales Reps PTD Sales Totals

The ARRTOPSP function returns the names of the sales representatives with the most sales, in descending order, for the period to date. The function also returns the total amount received from sales for each sales representative.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Sales Rep - Name
2	Numeric	#1 Sales Rep - Sales
3	Alphanumeric	#2 Sales Rep - Name
4	Numeric	#2 Sales Rep - Sales
5	Alphanumeric	#3 Sales Rep - Name
6	Numeric	#3 Sales Rep - Sales
7	Alphanumeric	#4 Sales Rep - Name
8	Numeric	#4 Sales Rep - Sales
9	Alphanumeric	#5 Sales Rep - Name
10	Numeric	#5 Sales Rep - Sales
11	Alphanumeric	#6 Sales Rep - Name
12	Numeric	#6 Sales Rep - Sales
13	Alphanumeric	#7 Sales Rep - Name
14	Numeric	#7 Sales Rep - Sales
15	Alphanumeric	#8 Sales Rep - Name
16	Numeric	#8 Sales Rep - Sales
17	Alphanumeric	#9 Sales Rep - Name
18	Numeric	#9 Sales Rep - Sales

Sub	Type	Description
19	Alphanumeric	#10 Sales Rep - Name
20	Numeric	#10 Sales Rep - Sales

ARRTOPSY: AR Top 10 Sales Reps YTD Sales Totals

The ARRTOPSY function returns the names of the sales representatives with the most sales, in descending order, for the year to date. The function also returns the total amount received from sales for each sales representative.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Sales Rep - Name
2	Numeric	#1 Sales Rep - Sales
3	Alphanumeric	#2 Sales Rep - Name
4	Numeric	#2 Sales Rep - Sales
5	Alphanumeric	#3 Sales Rep - Name
6	Numeric	#3 Sales Rep - Sales
7	Alphanumeric	#4 Sales Rep - Name
8	Numeric	#4 Sales Rep - Sales
9	Alphanumeric	#5 Sales Rep - Name
10	Numeric	#5 Sales Rep - Sales
11	Alphanumeric	#6 Sales Rep - Name
12	Numeric	#6 Sales Rep - Sales
13	Alphanumeric	#7 Sales Rep - Name
14	Numeric	#7 Sales Rep - Sales

Sub	Type	Description
15	Alphanumeric	#8 Sales Rep - Name
16	Numeric	#8 Sales Rep - Sales
17	Alphanumeric	#9 Sales Rep - Name
18	Numeric	#9 Sales Rep - Sales
19	Alphanumeric	#10 Sales Rep - Name
20	Numeric	#10 Sales Rep - Sales

ARSALE: Accounts Receivable Transaction File Sales Totals

The ARSALE function returns the amount from sales transactions and the costs of the transactions.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoice Totals
2	Numeric	Credit Memo Totals
3	Numeric	Invoice Cost Totals
4	Numeric	Credit Memo Cost Totals

ARTRAN: AR Transaction File Invoice Totals

The ARTRAN function returns the totals from unposted invoices and miscellaneous credits in the Transaction file.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoice Totals
2	Numeric	Credit Memo Totals
3	Numeric	Invoice Cost Totals
4	Numeric	Credit Memo Cost Totals

BRBANK: BR Bank Accounts File Totals

The BRBANK function returns the bank balance.

Setup types: Company ID, Bank Accts

Sub	Type	Description
1	Numeric	Bank Balance

BRJDAY: BR Journal File Daily Totals

The BRJDAY function returns for a particular day the amount of money you deposited in the bank accounts, the amount you withdrew, adjustments made to the accounts, and the amount you transferred from one account to another.

Setup types: Company ID, Bank Accts

Sub	Type	Description
1	Numeric	Deposit Total
2	Numeric	Disbursement Total
3	Numeric	Adjustment Total
4	Numeric	Transfer Total

BRJMTD: BR Journal File MTD Totals

The BRJMTD function returns for the month to date the amount of money you deposited in the bank accounts, the amount you withdrew, adjustments made to the accounts, and the amount you transferred from one account to another.

Setup types: Company ID, Bank Accts

Sub	Type	Description
1	Numeric	Deposit Total
2	Numeric	Disbursement Total
3	Numeric	Adjustment Total
4	Numeric	Transfer Total

GLJDAY: GL Journal File Daily Totals

The GLJDAY function returns the amount of money from unposted journal entries for today.

Setup types: Company ID, GL Account

Sub	Type	Description
1	Numeric	Unposted Journal Entries

GLJPTD: GL Journal File PTD Totals

The GLJPTD function returns the amount of money from unposted journal entries for the period to date.

Setup types: Company ID, GL Account

Sub	Type	Description
1	Numeric	Unposted Journal Entries

GLJYTD: GL Journal File YTD Totals

The GLJPTD function returns the amount of money from unposted journal entries for the year to date.

Setup types: Company ID, GL Account

Sub	Type	Description
1	Numeric	Unposted Journal Entries

GLMPTD: GL Master File PTD Totals

The GLMPTD function returns the general ledger balances for the period: actual, budgeted, last year's, and forecast.

Setup types: Company ID, GL Account

Sub	Type	Description
1	Numeric	Actual Balance
2	Numeric	Budget Balance
3	Numeric	Last-Year Balance
4	Numeric	Forecast Balance

GLMYTD: GL Master File YTD Totals

The GLMYTD function returns the general ledger balances for the period: actual, budgeted, last year's, and forecast.

Setup types: Company ID, GL Accounts

Sub	Type	Description
1	Numeric	Actual Balance
2	Numeric	Budget Balance
3	Numeric	Last-Year Balance
4	Numeric	Forecast Balance

INVALUE: Inventory Valuation Totals

The INVALUE function returns the amount of product you have in inventory, the total cost, the amount of product you have on order, the amount you have committed, and the amount in use.

Setup types: Company ID, Warehouse ID, Item Number

Sub	Type	Description
1	Numeric	Total Cost
2	Numeric	Total Quantity
3	Numeric	On-Order Quantity
4	Numeric	Committed Quantity
5	Numeric	In-Use Quantity

INVTOPPP: Inventory Top 10 Items - PTD Profit Totals

The INVTOPPP function returns the 10 most profitable items from inventory for the period: the ID and description, the amount taken in from sales, and the quantity sold.

Setup types: Company ID, Warehouse ID, Item Number

Sub	Type	Description
1	Alphanumeric	#1 Item - ID
2	Alphanumeric	#1 Item - Description
3	Numeric	#1 Item - Sales
4	Numeric	#1 Item - Quantity
5	Alphanumeric	#2 Item - ID
6	Alphanumeric	#2 Item - Description

Sub	Type	Description
7	Numeric	#2 Item - Sales
8	Numeric	#2 Item - Quantity
9	Alphanumeric	#3 Item - ID
10	Alphanumeric	#3 Item - Description
11	Numeric	#3 Item - Sales
12	Numeric	#3 Item - Quantity
13	Alphanumeric	#4 Item - ID
14	Alphanumeric	#4 Item - Description
15	Numeric	#4 Item - Sales
16	Numeric	#4 Item - Quantity
17	Alphanumeric	#5 Item - ID
18	Alphanumeric	#5 Item - Description
19	Numeric	#5 Item - Sales
20	Numeric	#5 Item - Quantity
21	Alphanumeric	#6 Item - ID
22	Alphanumeric	#6 Item - Description
23	Numeric	#6 Item - Sales
24	Numeric	#6 Item - Quantity
25	Alphanumeric	#7 Item - ID
26	Alphanumeric	#7 Item - Description
27	Numeric	#7 Item - Sales
28	Numeric	#7 Item - Quantity

Sub	Type	Description
29	Alphanumeric	#8 Item - ID
30	Alphanumeric	#8 Item - Description
31	Numeric	#8 Item - Sales
32	Numeric	#8 Item - Quantity
33	Alphanumeric	#9 Item - ID
34	Alphanumeric	#9 Item - Description
35	Numeric	#9 Item - Sales
36	Numeric	#9 Item - Quantity
37	Alphanumeric	#10 Item - ID
38	Alphanumeric	#10 Item - Description
39	Numeric	#10 Item - Sales
40	Numeric	#10 Item - Quantity

INVTOPPY: Inventory Top 10 Items - YTD Profit Totals

The INVTOPPY function returns the 10 most profitable items from inventory for the year: the ID and description, the amount taken in from sales, and the quantity sold.

Setup types: Company ID, Warehouse ID, Item Number

Sub	Type	Description
1	Alphanumeric	#1 Item - ID
2	Alphanumeric	#1 Item - Description
3	Numeric	#1 Item - Sales
4	Numeric	#1 Item - Quantity

Sub	Type	Description
5	Alphanumeric	#2 Item - ID
6	Alphanumeric	#2 Item - Description
7	Numeric	#2 Item - Sales
8	Numeric	#2 Item - Quantity
9	Alphanumeric	#3 Item - ID
10	Alphanumeric	#3 Item - Description
11	Numeric	#3 Item - Sales
12	Numeric	#3 Item - Quantity
13	Alphanumeric	#4 Item - ID
14	Alphanumeric	#4 Item - Description
15	Numeric	#4 Item - Sales
16	Numeric	#4 Item - Quantity
17	Alphanumeric	#5 Item - ID
18	Alphanumeric	#5 Item - Description
19	Numeric	#5 Item - Sales
20	Numeric	#5 Item - Quantity
21	Alphanumeric	#6 Item - ID
22	Alphanumeric	#6 Item - Description
23	Numeric	#6 Item - Sales
24	Numeric	#6 Item - Quantity
25	Alphanumeric	#7 Item - ID
26	Alphanumeric	#7 Item - Description

Sub	Type	Description
27	Numeric	#7 Item - Sales
28	Numeric	#7 Item - Quantity
29	Alphanumeric	#8 Item - ID
30	Alphanumeric	#8 Item - Description
31	Numeric	#8 Item - Sales
32	Numeric	#8 Item - Quantity
33	Alphanumeric	#9 Item - ID
34	Alphanumeric	#9 Item - Description
35	Numeric	#9 Item - Sales
36	Numeric	#9 Item - Quantity
37	Alphanumeric	#10 Item - ID
38	Alphanumeric	#10 Item - Description
39	Numeric	#10 Item - Sales
40	Numeric	#10 Item - Quantity

INVTOPSP: Inventory Top 10 Items - PTD Sales Totals

The INVTOPSP function returns the 10 highest selling items from inventory for the period: the ID and description, the amount taken in from sales, and the quantity sold.

Setup types: Company ID, Warehouse ID, Item Number

Sub	Type	Description
1	Alphanumeric	#1 Item - ID
2	Alphanumeric	#1 Item - Description
3	Numeric	#1 Item - Sales
4	Numeric	#1 Item - Quantity
5	Alphanumeric	#2 Item - ID
6	Alphanumeric	#2 Item - Description
7	Numeric	#2 Item - Sales
8	Numeric	#2 Item - Quantity
9	Alphanumeric	#3 Item - ID
10	Alphanumeric	#3 Item - Description
11	Numeric	#3 Item - Sales
12	Numeric	#3 Item - Quantity
13	Alphanumeric	#4 Item - ID
14	Alphanumeric	#4 Item - Description
15	Numeric	#4 Item - Sales
16	Numeric	#4 Item - Quantity
17	Alphanumeric	#5 Item - ID
18	Alphanumeric	#5 Item - Description

Sub	Type	Description
19	Numeric	#5 Item - Sales
20	Numeric	#5 Item - Quantity
21	Alphanumeric	#6 Item - ID
22	Alphanumeric	#6 Item - Description
23	Numeric	#6 Item - Sales
24	Numeric	#6 Item - Quantity
25	Alphanumeric	#7 Item - ID
26	Alphanumeric	#7 Item - Description
27	Numeric	#7 Item - Sales
28	Numeric	#7 Item - Quantity
29	Alphanumeric	#8 Item - ID
30	Alphanumeric	#8 Item - Description
31	Numeric	#8 Item - Sales
32	Numeric	#8 Item - Quantity
33	Alphanumeric	#9 Item - ID
34	Alphanumeric	#9 Item - Description
35	Numeric	#9 Item - Sales
36	Numeric	#9 Item - Quantity
37	Alphanumeric	#10 Item - ID
38	Alphanumeric	#10 Item - Description
39	Numeric	#10 Item - Sales
40	Numeric	#10 Item - Quantity

INVTOPSY: Inventory Top 10 Items - YTD Sales Totals

The INVTOPSY function returns the 10 highest selling items from inventory for the year: the ID and description, the amount taken in from sales, and the quantity sold.

Setup types: Company ID, Warehouse ID, Item Number

Sub	Type	Description
1	Alphanumeric	#1 Item - ID
2	Alphanumeric	#1 Item - Description
3	Numeric	#1 Item - Sales
4	Numeric	#1 Item - Quantity
5	Alphanumeric	#2 Item - ID
6	Alphanumeric	#2 Item - Description
7	Numeric	#2 Item - Sales
8	Numeric	#2 Item - Quantity
9	Alphanumeric	#3 Item - ID
10	Alphanumeric	#3 Item - Description
11	Numeric	#3 Item - Sales
12	Numeric	#3 Item - Quantity
13	Alphanumeric	#4 Item - ID
14	Alphanumeric	#4 Item - Description
15	Numeric	#4 Item - Sales
16	Numeric	#4 Item - Quantity
17	Alphanumeric	#5 Item - ID
18	Alphanumeric	#5 Item - Description

Sub	Type	Description
19	Numeric	#5 Item - Sales
20	Numeric	#5 Item - Quantity
21	Alphanumeric	#6 Item - ID
22	Alphanumeric	#6 Item - Description
23	Numeric	#6 Item - Sales
24	Numeric	#6 Item - Quantity
25	Alphanumeric	#7 Item - ID
26	Alphanumeric	#7 Item - Description
27	Numeric	#7 Item - Sales
28	Numeric	#7 Item - Quantity
29	Alphanumeric	#8 Item - ID
30	Alphanumeric	#8 Item - Description
31	Numeric	#8 Item - Sales
32	Numeric	#8 Item - Quantity
33	Alphanumeric	#9 Item - ID
34	Alphanumeric	#9 Item - Description
35	Numeric	#9 Item - Sales
36	Numeric	#9 Item - Quantity
37	Alphanumeric	#10 Item - ID
38	Alphanumeric	#10 Item - Description
39	Numeric	#10 Item - Sales
40	Numeric	#10 Item - Quantity

JOBSACT: JO Jobs/Phases Actual Totals

The JOBSACT function returns the actual amount you billed the customer, the pieces that have been completed (for an indication of how much of the job has been done), the amount of labor hours, the miscellaneous costs from the NAMESxxx table (see the *Job Cost User's Guide*), and the sum of the miscellaneous costs.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Bill Amount
2	Numeric	Pieces
3	Numeric	Labor Hours
4	Numeric	Cost #1
5	Numeric	Cost #2
6	Numeric	Cost #3
7	Numeric	Cost #4
8	Numeric	Cost #5
9	Numeric	Total Cost

JOBSEST: JO Jobs/Phases Estimated Totals

The JOBSEST function returns the estimated amount to bill the customer, the pieces to be completed (for an indication of how much of the job has been done), the amount of labor hours, the miscellaneous costs from the NAMESxxx table (see the *Job Cost User's Guide*), and the sum of the miscellaneous costs.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Bill Amount
2	Numeric	Pieces
3	Numeric	Labor Hours
4	Numeric	Cost #1
5	Numeric	Cost #2
6	Numeric	Cost #3
7	Numeric	Cost #4
8	Numeric	Cost #5
9	Numeric	Total Cost

PACHECK: PA Checks File Totals

The PACHECK function returns the total from the Checks file.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Checks Total

PATIMETK: PA Time Tickets File Total

The PATIMETK function returns the total amount in the time tickets entered in Payroll.

Setup types: Company ID)

Sub	Type	Description
1	Numeric	Total Time Tickets

POORDERS: PO Orders File Totals

The POORDERS function returns the transaction counts and totals, by order status, from the Purchase Order Transaction file.

Setup types: Company ID

Sub	Type	Description
1	Numeric	New Orders Count
2	Numeric	New Orders Total
3	Numeric	Printed Orders Count
4	Numeric	Printed Orders Total

Sub	Type	Description
5	Numeric	Goods Received Orders Count
6	Numeric	Goods Received Orders Total
7	Numeric	Invoiced Orders Count
8	Numeric	Invoiced Orders Total
9	Numeric	Returned Orders Count
10	Numeric	Returned Orders Total
11	Numeric	Returned w/Debit Memo Orders Count
12	Numeric	Returned w/Debit Memo Orders Total
13	Numeric	Cancelled Orders Count
14	Numeric	Cancelled Orders Total
15	Numeric	All Orders Count
16	Numeric	All Orders Total

PORECINV: PO Receipts and Invoices File Totals

The PORECINV function returns the posted and unposted total from receipts and invoices.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Current Subtotal
2	Numeric	Current Sales Tax
3	Numeric	Current Freight
4	Numeric	Current Miscellaneous

Sub	Type	Description
5	Numeric	Current Discount
6	Numeric	Current Prepaid
7	Numeric	Current Total
8	Numeric	Posted Subtotal
9	Numeric	Posted Sales Tax
10	Numeric	Posted Freight
11	Numeric	Posted Miscellaneous
12	Numeric	Posted Discount
13	Numeric	Posted Prepaid
14	Numeric	Posted Total

SOORDERS: SO Orders File Totals

The SOORDERS function returns counts and total by order status from the Sales Order Transaction file.

Setup types: Company ID

Sub	Type	Description
1	Numeric	New Orders Total
2	Numeric	New Orders Count
3	Numeric	Picked Orders Total
4	Numeric	Picked Orders Count
5	Numeric	Verified Orders Total
6	Numeric	Verified Orders Count

Sub	Type	Description
7	Numeric	Invoiced Orders Total
8	Numeric	Invoiced Orders Count
9	Numeric	Backordered Orders Total
10	Numeric	Backordered Orders Count
11	Numeric	Quoted Orders Total
12	Numeric	Quoted Orders Count
13	Numeric	Returned Orders Total
14	Numeric	Returned Orders Count
15	Numeric	All Orders Total
16	Numeric	All Orders Count
17	Numeric	Unshipped (New and Picked) Cost Total
18	Numeric	Shipped (Verified and Invoiced) Cost Total
19	Numeric	Backordered Cost Total
20	Numeric	Quoted Cost Total
21	Numeric	Returned Cost Total
22	Numeric	Total Cost

TDAYS-PD: Total Days in Current Period

The TDAYS-PD function returns the number of calendar days and working days in the current period.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Total Days in Current Period
2	Numeric	Working Days in Current Period

Building Functions I

When you define a field in EIS, you must use functions that have already been built or coded. Although the list of functions that EIS provides is extensive, you might want to build your own functions. For example, you might want a field that returns the number of employees from the Payroll application.

To build a function, you must program it in Business BASIC code. You should know how to read code, use Business BASIC verbs, and make Business BASIC manipulate data and handle files. (If you do not know how to program in Business BASIC but want to create a function, contact your OPEN SYSTEMS Accounting Software reseller.) You also need a copy of the OPEN SYSTEMS Developer Kit for file descriptions and dimension lengths for arrays.

A sample function, GENERIC.FNC, is included with the software. The functions that EIS provides follow the format of GENERIC.FNC; use it as a base for creating new functions. If you are familiar with word processors or spreadsheets, this function is like a template: the format is set, but you must fill in the blanks.

By looking at other functions already coded for specific tasks (for example, ARTRAN.FNC and GLJYTD.FNC), you should be able to create your own functions. You might notice that the line numbers are not necessarily continuous. For example, line 899 is listed after line 699. Do not change line numbers that are not listed; they either are not used or should not need to be modified when you build a function.

Planning the function

Before you use the GENERIC.FNC function to customize a function, plan the attributes that you want the function to have:

- What do you want the function to do?
- Which values (and how many) do you want the function to return?
- Which files (and applications) does the function need to access?

Consult the file descriptions of the applications involved to answer these questions.

Make a backup copy of GENERIC.FNC–or any function–before you modify it.

Modifying GENERIC.FNC

Precoded EIS functions use the following standard:

Lines 200–299

Set the following variables:

VALUES = The total number of values returned by the function. A value is anything that the function returns: number, date, code, literal value.

RTN$ = The ID of the function. It must be 8 characters long. (If it has fewer than 8 characters, pad with spaces.)

Lines 300–399

This area is used to dimension application-specific variables used in the function (with the DIM verb). Check the IOLists used in the function (in lines 899–989) for arrays.

Lines 400–499

Set the following variables:

FILES = The total number of application files opened for each company.

FILENAME$[1 - FILES] = Each filename excluding the company ID.

Lines 600–699

This area is used to check that each application you need for the function is installed. Otherwise, the function returns an error in the EIVAL file.

Lines 899–989

This area holds the EIS IOLists. Do not change the code unless you really want to modify how EIS works.

Lines 990–999

This area is used to place the IOLists the function needs from applications other than EIS.

Lines 1000–1399

This area is used to read through the company ranges in the setup record and place a list of valid companies in the variable CO$. This variable calls lines 5000–5199 to cycle through each company, open its files, and run a particular routine. When the routine is done, the company IDs are cycled through until all the company IDs have been used. The function (lines 4000–4199) then writes its results to the EIVAL file and exits. Do not modify this area.

Lines 2000–3999

This area holds the code that uses a From/Thru range from the setup file and calculates data from records in that range. For example, if the function is designed to total a range of GL accounts, this section of code would read the GLMAxxx or GLJRxxx file for each From/Thru range given. It would then keep a running total in the array TOT$[VALUES].

Each element in the array can contain different types of totals, BUDGETED, ACTUAL, and so forth. When the From/Thru range has been completed, this section ends and returns to the area of code that gets another From/Thru range.

Lines 4000–4199

This area is used to write each calculated value received from lines 2000–3999 to the EIVAL file. Each value is placed in the array TOT$[VALUES] during calculation. Do not modify this area.

Lines 4200–4599

This area is used to return error codes to the EIVAL file when a problem occurs in the function. Do not modify this area.

Line 5000–5199

This area is called by lines 1000–1399 to read a setup record of type 1 (company IDs) and add the ID to the variable CO$. It continues adding IDs to CO$ as long as it finds a valid type 1 setup record. Do not modify this area.

Line 5200–5399

This area reads a setup record for a particular type. The type is specified by the variable TYPE. The last valid record found for this type is stored in the variable SEQ$[TYPE]. This variable is needed to allow the next setup record read to point to the correct starting location for this type. After a setup record is read, the From and Thru values are placed in the variables FR$[TYPE] and TH$[TYPE], respectively. If no more setup records for this type are found, the Boolean variable DONE is set to 1. Do not modify this area.

Line 9300–9399

GENLOCK (General Record Lock Routine). See the *Development Standards* manual for an explanation of this routine.

Compatibility Matrix J

Compatibility helps keep OPEN SYSTEMS Accounting Software files fully compatible across platforms and cooperative on a network.

On the following page is a compatibility matrix of OSAS 6.05 applications. Use the matrix to set up your system with the right version of each application

	RM	AP	AR	BK	BR	DD	FA	GL	GN	IN	JC	OD	OW	PA	PO	SO	
RM 6.0	X	R	R	S	R	R	R	R	S	R	R	S	S	R	R	R	RM 6.0
AP 6.0		X			O										R		AP 6.0
AR 6.0			X	1									R			R	AR 6.0
BK 6.0			1	X												O	BK 6.0
BR 6.0		O	O		X									O	O	O	BR 6.0
DD 6.0						X								O			DD 6.0
FA 6.0							X										FA 6.0
GL 6.0		O	O	O	O	O	O	X		O	O			O	O	O	GL 6.0
GN 6.0									X								GN 6.0
IN 6.0		O	O	R						X					O	O	IN 6.0
JC 6.0		O	O								X			O	O	O	JC 6.0
OD 6.0												X					OD 6.0
OW 6.0													X				OW 6.0
PA 6.0					O	R								X			PA 6.0
PO 6.0										O					X	O	PO 6.0
SO 6.0				1									O			X	SO 6.0
	RM	AP	AR	BK	BR	DD	FA	GL	GN	IN	JC	OD	OW	PA	PO	SO	

R = Application on top requires application on side.
S = Application requires side application and has no predefined functions within EIS
O = Application on top optionally writes data to application on side.
Blank = No interface.
1 = To utilize kitting feature, SO is required.
2 = EIS has no predefined functions for this application.

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